



City of Ames

Recreation Coordinator - Programs and Facilities

SALARY	\$25.12 - \$34.93 Hourly	LOCATION	50010, IA
JOB TYPE	Full-Time	JOB NUMBER	24-3217-01
DEPARTMENT	Parks and Recreation	OPENING DATE	07/23/2024
CLOSING DATE	8/23/2024 5:00 PM Central	FLSA	Non-Exempt
BARGAINING UNIT	MERIT	RESIDENCY REQUIREMENT?	No

Centrally located in the heart of Iowa, Ames is a vibrant, progressive community with more than 66,000 residents providing an excellent quality of life. Home to Iowa State University, Ames offers year-round recreation opportunities, diverse cultural offerings, a stable economy, safe neighborhoods, and a high-achieving school district.

General Information

The City of Ames is conducting a recruitment to establish a Civil Service eligibility list for this classification. The list will be valid for up to one year from the date of certification by the Ames Civil Service Commission and may be used to fill one or more vacancies in this classification. In addition, City of Ames Civil Service employees who have previously held Civil Service status in this classification and are interested in voluntarily demoting or laterally transferring into the current vacancy must submit their application by the deadline.

Under the direction of the Recreation Superintendent; assists in the development, delivery, and implementation of a variety of recreation programs for people of all ages and abilities; provides on-site supervision during recreation program operations; assists with the daily operations of various Park and Recreation Department facilities as assigned.

In order to be considered for this position, all applicants must submit their online application by the deadline listed on this posting. Your application includes complete responses to the supplemental questions. Please keep in mind that submission of a resume in lieu of work history on your application or answering the supplemental questions is not sufficient.

Compensation Philosophy:

The City of Ames has a compensation philosophy that the starting pay for our merit salary ranges establishes the salary for employees who meet minimum requirements of a position. The median of any merit salary range is for an employee who can reasonably meet all expectations of the position responsibilities without initial extensive training. In order for employees

to have an opportunity to grow within their position, we may consider a candidate's education, experience, and skills above the minimum requirements when looking at a salary closer to or slightly above the median. The median for this position is \$62,451 annualized.

Benefits:

Our comprehensive benefits package can be viewed at: <https://www.cityofames.org/government/departments-divisions-a-h/human-resources/employee-benefits>

Examples of Essential Job Functions

Assists Recreation Superintendent or designee in the delivery of recreation programs, services, and facilities; provides feedback and evaluation through participants, patrons, and observation. Assists in the delivery and implementation of recreation programs. Acts in the absence of temporary/part-time staff; responsible for being onsite during programs, facility operations, and rental hours as assigned; assists with onsite responsibilities of temporary/part-time staff; makes on-site decisions, as necessary. Assists temporary/part-time staff and volunteers; serves as a liaison between temporary staff, and customers and Recreation Superintendent or Recreation Managers as directed; Greets and interacts with the public; handles and communicates concerns; answers questions; assists in the enforcement of rules of conduct; anticipates and communicates service, inventory, and equipment needs. Follows program and facility policies, procedures, and standards for safety and fiscal control. Assists in cash handling practices; provides input for budget items. Performs set up, tear down, and other duties as assigned for facility and/or program functions; performs general housekeeping items; provides support in all recreation areas, as assigned by Recreation Superintendent or Managers; participates in cross-functional groups; assists in the preparation and dissemination of promotional materials; assists in the development, implementation, and maintenance of necessary records and reports. All other duties as assigned.

Each employee is expected to continually strive to bring shared values to life through our Excellence Through People (ETP) organizational culture. ETP values include committing to continuous improvement, inspiring creativity and innovation, being customer driven, making data-driven decisions, championing employee involvement, striving for excellence, having fiscal stewardship, acting with honesty and integrity, exhibiting leadership, choosing a positive attitude, respecting one another, promoting safety and wellness, and cultivating teamwork. For leaders, this includes creating a work culture that brings these values to life. For all employees, this includes maintaining a Total City Perspective. The purpose of ETP is to deliver exceptional services to the public at the best price, and for employees to experience an enjoyable and stimulating work environment.

Other Job Functions: May lead, instruct, and/or officiate activities as assigned; performs related work to support the organization; evaluates general condition of facilities and communicate to Recreation Superintendent or designee any concerns, defects, or damages.

Qualifications

Education and Experience: High school diploma or GED with two (2) years of experience in recreation environment or any equivalent combination of education and experience.

Licenses and Certificates: Possess and maintain a valid State of Iowa driver's license required. First Aid/CPR/AED certification required. Ability to obtain other related certifications depending on job duties.

Knowledge, Skills, and Abilities Necessary to Perform Essential Functions: General knowledge of recreation programming

and facility operations; awareness of skills, rules and procedures related to various recreation activities; knowledge of first aid and general safety practices. Some knowledge of machinery and equipment associated with assigned duties.

Knowledge of customer service principles and practices; proficiency with PC's and computer software applications; knowledge of the principles and practices of supervision.

Skill in leading and instructing participants of all ages in recreation programs; excellent interpersonal skills, excellent oral and written communication skills, problem solving and leadership skills.

Ability to set up, conduct, and oversee recreation programs, private rentals, events, and activities. Ability to officiate and/or instruct programs, as required, and oversee events and patrons. Ability to take initiative and work with little direct supervision; ability to work independently and in a teaming environment; ability to establish and maintain effective working relationships; ability to prepare and maintain accurate records; ability to estimate and communicate supply and equipment needs for facility/program operations; ability to lead the work of subordinates.

Supplemental Information

Equipment Used on the Job: Vehicle, calculator, computer and related software, personnel policies manual, recreation and maintenance equipment, telephone, audiovisual equipment, fax, copy machine, floor scrubber, and minor hand tools. May also include, but not limited to, ice resurfacing machine and skate sharpener.

PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS:

Required Physical Activities: Climbing, balancing, stooping, kneeling, crouching, reaching, walking, pushing, pulling, lifting, finger dexterity, grasping, talking, and hearing.

General Physical Characteristics: The work involves intermittent periods of standing and sitting with sitting 25% of the time (includes using a computer); standing (but not walking) 25% of the time; standing and walking 50% of the time; frequently lifting objects under 10 pounds; occasionally lifting objects from 10 to 25 pounds; infrequently lifting objects from 25 to 50 pounds; and infrequently lifting objects over 50 pounds.

Vision Requirements: The minimum standard for use with those whose work deals largely with preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small defects or parts, operation of machines (including inspection), and measurement devices.

Environmental Conditions: The work is performed both inside and outside. Some exposure to extreme cold, heat, wet and/or humid conditions, ice/snow, dirt/dust, and other environmental conditions.

Selection Process:

The selection process consists of an evaluation of education and experience; phone interview; hiring assessment; on-site interview, which will include a manager meeting and written exercise; and completion of reference checks and a criminal background check, which includes a sex offender registry check. All candidates will be notified by email of their application status.

Veteran's Preference Point: The City of Ames provides Veteran's Preference Points for Civil Service positions. A copy of your DD214 and, if applicable, proof of disability, must be attached with your application (or faxed to 515-239-5297) prior to the close date of the posting in order to receive Veteran's Preference Points.

E-Verify Process:

The City of Ames participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered a position with the City of Ames must complete Section 1 of Form I-9 along with the required proof of their right to work in the United States and proof of their identity on their first day of

employment. Please be prepared to provide required documents on your first day of employment. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 515-239-5199 or go to the US Citizenship and Immigration Services web page at: <http://www.uscis.gov>.

NOTE: Applicants with disabilities may submit requests for ADA testing or interview accommodations to the Human Resources Department prior to the test or interview.

The City of Ames is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, age, religion, sex, sexual orientation, gender identity, genetic information, ancestry, national origin, marital status, disability, or protected veteran status and will not be discriminated against. Inquiries can be directed to the Human Resources Department at 515-239-5199.

Agency

City of Ames

Address

515 Clark Ave

Ames, Iowa, 50010

Phone

515-239-5199

Website

<http://www.cityofames.org/jobs>

Recreation Coordinator - Programs and Facilities Supplemental Questionnaire

***QUESTION 1**

List and describe your qualifications and experience as it relates to recreational programming and facility management?

***QUESTION 2**

What are your key skills, abilities, and character traits that will allow you to be successful as a Recreational Coordinator?

***QUESTION 3**

Do you possess any of the certifications listed below? If so, which one(s)? a. First Aid, CPR, AED b. ServSafe c. Lifeguard d. Water Safety Instructor e. Others (please list)

***QUESTION 4**

What motivates you to pursue a career in Parks and Recreation?

***QUESTION 5**

This position has an unconventional, seasonally rotating schedule, which can include working Monday-Friday; Tuesday-Saturday, and Wednesday-Sunday, with afternoon and evening hours, with some daytime hours depending on the season. Are you willing to work this schedule?

Yes

No

* Required Question