

POSITION DESCRIPTION

POSITION TITLE: Recreation Coordinator

REPORTS TO: Resort Manager

CLASSIFICATION: Full-Time, Year-Round

SHIFT: Tuesday – Saturday, 9am-5pm

BASIC FUNCTION:

The Recreation Coordinator works with the Resort Leadership to plan, organize and lead recreational activities for owners and guests. The Recreation Coordinator leads a staff of up to 4 employees, is organized and maintains, rents, and secures recreation equipment. This position requires an adventurous spirit and love of the outdoors!

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Promote a positive, friendly environment by providing first class customer service to all owners and guests.
2. Assist in training and supervising seasonal Kiosk employees.
3. Plan, and coordinate with Resort Leadership; activities schedules, including special events and seasonal fun.
4. Research and develop new activities programs.
5. Research and analyze new recreational equipment.
6. Monitor supplies and equipment for weekly crafts, activities and events and communicate with Resort Leadership on purchasing.
7. Evaluate maintenance and upkeep of recreational equipment. (This may require communication with a maintenance staff member)
8. Promote personal safety for employees.
9. Record and maintain accurate rental records for guest charges.
10. Lead organized recreational activities and events for owners and guests.

TYPE OF EDUCATION:

Must Have: High School diploma or equivalent.



Desirable: Degree in Recreation and/or 3+ years' experience in the Recreation field which demonstrates the ability to perform the duties of the job.

TYPE AND RECENCY OF EXPERIENCE:

Understand how to direct the recreational activities of varied skill levels.

KNOWLEDGE AND SKILLS:

1. Leadership skills – assist staff and people during activities.
2. Exceptional organizational and planning skills.
3. POS System knowledge
4. First Aid & CPR (Not required to have prior to hiring)
5. Considerate and polite to owners, guests and co-workers.

FINANCIAL RESPONSIBILITIES:

Accurate recording and reporting of recreational equipment rental transactions.

PHYSICAL REQUIREMENTS:

Able to perform all recreational activities as planned. Able to move equipment such as paddleboats, bikes, etc.

JOB CONDITIONS:

Deal with external weather conditions through all seasons.

OTHER REQUIREMENTS:

Must possess a valid Washington State Drivers License. Able to grow and expand in the duties as required as the position changes. Report to work with a neat and clean appearance. Must be able to work weekends, holidays and flexible shifts.