



MOBILE RECREATION COORDINATOR
Part-Time, Seasonal
15-20 hours per week
\$15.97-\$19.64 per hour
(hourly rate is commensurate with experience)
Location: Various locations throughout Jefferson County

POSITION REQUIREMENTS: Candidates must be able to present a clean driving record and must be 21 years of age or older. Potential candidate will go through a background check process prior to being hired. This is a seasonal, part-time position. Hours will vary but can occur on weekday mornings/afternoons and evenings/weekends.

SPECIAL REQUIREMENTS: Must be able to lift 50 lbs. Must be able to stand for extended durations and walk long distances for setup and facilitation of mobile rec activities. Preference given to those already CPR/First Aid certified.

I. POSITION DUTIES/JOB DESCRIPTION:

- Responsible for coordinating and scheduling mobile recreation visits and ensure staffing and proper materials, equipment for visit.
- Responsible for driving mobile recreation van to various locations in the county.
- Responsible for keeping supplies organized and in good condition.
- Responsible for facilitation of mobile rec van visit and communication with each site's contact and volunteers.
- Responsible for keeping inventory of supplies and relay to supervisor when supplies need replaced or replenished.
- Responsible for maintaining proper records and other forms.
- Responsible for staying on schedule if multiple stops must be done in one day.
- Responsible for keeping mobile rec van clean, organized, loading and unloading of supplies and equipment consistent to the mobile rec van's visit.
- Responsible for communicating important information to supervisor.
- Must have good customer service skills.

II. SUPERVISORY CONTROLS

Supervision will come from the Assistant Director or Community Development Coordinator of JCPRC.

III. COMMUNICATION – VERBAL AND WRITTEN

Relationships with supervisor, co-workers, and others within the organization must contribute to the effective operation of the agency. Performance must demonstrate the ability to adjust to change or work under pressure in a pleasant and courteous manner, handle differences of opinion in a businesslike fashion, follow instructions conscientiously, and function as a team member, helping the group effort.