



Job Description Title:	Recreation Coordinator	Primary Supervisor(s):	Ben Bolock – Assistant General Manager
Department/Group:	Recreation Programming	Travel Required:	Minimal
Location:	Various facilities throughout Grand Vue Park	Position Status (FT, PT, etc.):	Full Time
FLSA Classification:	Non - Exempt	Physical Demands:	Moderate – See Chart
General Work Day/Week:	Flexible hours including evenings and weekends. Occasional emergency or non-traditional hours will be necessary.		
Education and Experience:	HS Diploma, Bachelor’s degree in recreation or closely related field is preferred.		
Committee Assignments:	Culture Enhancement, Entertainment, Quality Improvement		
Corporate Mission/Statement:	Company Values:		
It is the mission of Grand Vue to provide our patrons a safe and clean natural environment in a friendly and courteous manner; to offer comfortable lodging, educational and entertaining recreation and fun for families and friends. We remain deeply committed to serving our special constituency throughout Marshall County.			
Primary Responsibilities/Essential Job Duties:			
DUTIES AND RESPONSIBILITIES:			
<ul style="list-style-type: none"> ● Determines materials, equipment, food, facility, supervision or instruction needs for each event and program and coordinates with other staff members. ● Public Speaking: makes announcements at programs and events, speaks to guests and media. ● Seeks vendors, organizations and individuals for programming opportunities at Grand Vue. ● Assists with booking entertainment at the Grand Vue Outdoor Stage. ● Prepares for publication a variety of brochures, calendars, letters, posters, news releases, flyers, and related communications regarding recreation ● Provides supervision, instruction, guidance and discipline for youth participating in various recreation programs ● Organizes excursions, in the local area, for Grand Vue Guests ● Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budget funds, facilities, and time ● Creates and submits programs on social media and other advertising outlets ● Responds to public inquiries about recreation programs made by phone, correspondence, or during public meetings. ● Coordinates, schedules and maintains related records and statistics for programs and activities. 			



- Performs a variety of miscellaneous duties such as answering phone, typing correspondence, running errands, ordering and picking up supplies needed for activities, helping set up table and chairs for classes etc.

QUALIFICATIONS:

- Valid West Virginia driver’s license or ability to obtain one within 30 days of hire or prior to operating a Grand Vue Park owned vehicle.
- One year recreation experience such as; child care, counseling, coaching and programming community center events or similar required.
- Must be proficient in utilizing social media outlets ie: Facebook, Instagram, TikTok, Twitter.
- Other combination of education and experience, which provides the knowledge, skills and abilities listed will be evaluated on an individual basis.
- Ability to obtain First Aid and CPR certification.
- Ability to work effectively with the public in a courteous, efficient, and professional manner.
- Ability to establish and maintain productive working relationships with Grand Vue Park staff, the public, vendors, and agencies.
- Ability to work under pressure, to maintain professionalism under pressure to manage simultaneous tasks and projects, and to meet multiple deadlines.
- Strong written and oral communications skills, problem-solving skills, and interpersonal skills.
- Must have the ability and willingness to comply with OSHA regulations and the standards for safety that have been set by Grand Vue
- Must be proficient in a Windows environment including word processing, spreadsheets, and data base software.
- Working knowledge of office equipment including calculator, copy machine, multi-line phone, and mobile or portable radio.
- Ability to operate a motor vehicle.

PHYSICAL / ENVIRONMENTAL DEMANDS: *The table below shows how much on-the-job time is spent in the following physical activities:*

ACTIVITY:	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing			X	
Walking			X	
Sitting			X	
Reaching/ Handling		X		
Climbing or balancing		X		
Stooping, kneeling, crouching, or crawling		X		
Talking or hearing			X	
Driving		X		

The position will require working outdoors and being physically active with the youth and program participants, as well as setting up and tearing down equipment for various recreation programs and preparing recreation facilities for program use.



WORK STYLES:

Adaptability/Flexibility: Job requires being open to change and to considerable variety in the workplace.

Attention to Detail: Job requires being careful about detail and thorough in completing work tasks.

Cooperation: Job requires being pleasant with others on the job and displaying a good-natured cooperative attitude.

Dependability: Job requires being reliable, responsible, dependable, and fulfilling obligations.

Demeanor: Job requires an energetic and pleasant personality.

Initiative: Job requires a willingness to take on responsibilities and challenges.

Integrity: Job requires being honest and ethical.

Stress Tolerance: Job requires dealing calmly and effectively with high stress situations.

KNOWLEDGE REQUIRED FOR THIS POSITION INCLUDES THE FOLLOWING:

Guest and Personal Service: Knowledge of principles and processes for providing guest services. This includes needs assessments, meeting quality standards for services, and evaluation of guest satisfaction.

English Language: Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. The ability to write routine reports and correspondence and have the ability to speak effectively with clients, visitors, and team members.

Computer Programs/Systems: Complete knowledge Canva Design Creations, Facebook, Instagram, Internet browsers, Excel, Microsoft Publisher, Word, and other specific firm applications/systems.

SKILLS REQUIRED FOR THIS POSITION INCLUDE THE FOLLOWING:

Coordination: Adjusting actions in relation to others' actions.

Judgment and Decision Making: Evaluating the details and using proper information to make good quality decisions with regard to team members, guests, and management.

Monitoring: Monitoring/Assessing performance of yourself and other individuals to make improvements or take corrective action.

Reading Comprehension: Understanding written sentences and paragraphs in work related documents.

Speaking: Talking to others to convey information effectively.

Time Management: Managing one's own time and the time of others.

ABILITIES REQUIRED FOR THIS POSITION INCLUDE THE FOLLOWING:

Oral Comprehension: The ability to listen to and understand information and ideas presented through spoken words and sentences.

Oral Expression: The ability to communicate information and ideas in speaking so others will understand.

Written Comprehension: The ability to read and understand information and ideas presented in writing.

Problem Anticipation/Sensitivity: The ability to tell when something is wrong or is likely to go wrong.