

Fraser Valley Metropolitan Recreation District  
P.O. Box 3348 Winter Park, CO 80482  
970-726-8968



**POSITION TITLE:** Recreation Coordinator – Programs  
**CLASS:** Full Time  
**PAY TYPE:** Non-Exempt  
**PAY GRADE:** 80  
**PAY RANGE:** \$17.00 – \$24.00 per hour  
**SUPERVISOR:** Recreation Director

#### **WHY WORK FOR THE FRASER VALLEY METROPOLITAN RECREATION DISTRICT?**

The Fraser Valley is situated in a high mountain park and surrounded by the Arapaho National Forest and several wilderness areas. Home to Winter Park Resort, a world-renowned ski resort, the Fraser Valley offers a variety of winter activities and our idyllic summer climate is a haven for outdoor enthusiasts. The FVMRD has established an outstanding reputation for quality recreation and excellent customer service, creating amazing experiences for our residents and guests every day. We invite you to join our team!

**GENERAL STATEMENT OF DUTIES:** Assist the Recreation Director with coordination and planning of programs that address the needs of FVMRD patrons and our community. Provide administrative support and oversight for all FVMRD programming.

**ESSENTIAL JOB FUNCTIONS:** The following examples are meant to be illustrative only and are not intended to be all inclusive. The FVMRD reserves the right to modify the essential functions of this job at any time.

- Assist in planning, coordinating, and administration of programs, specialty camps, and special events.
- Provide rosters to instructors at the beginning of each program and follow-up to ensure proper enrollment and accurate participant information.
- Communicate program updates and changes to staff, instructors, and participants.
- Provide evaluations and surveys to instructors and participants at program completion.
- Assist in updating website and social media postings and all program marketing material.
- Understand and assist as necessary in maintaining FVMRD's compliance with the State of Colorado's school-age childcare licensing policies & procedures.
- Ensure that off-site program locations are safe and being properly maintained and cleaned. Assist with program equipment inventory.
- Ability and willingness to create programs to help fill programming gaps.
- Provide oversight for programs and actively engage with program instructors and participants.
- Assist Youth Program Supervisor with the After School Program, Friday Field Trips, and special events.
- Perform other related duties as necessary.
- Ability to work evenings, weekends, and holidays as necessary.

#### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Desire to work with all ages and basic understanding of varying developmental needs and abilities.
- Knowledge of Windows based computer operating systems including: word processing, database management, spread sheet development, and desktop publishing.
- Knowledge of the methods of developing, organizing, implementing, scheduling, and evaluating various recreation programs and special events.
- Ability to operate a 15-passenger vehicle and pass a criminal background check.
- Ability to read and interpret written documents and manuals.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain an effective working relationship with staff members, participants and their families, volunteers, and the general public.

**EDUCATION, TRAINING AND EXPERIENCE:**

- Must be 21 years of age or older.
- Bachelor’s degree required or equivalent work experience.
- Minimum of 1-year full-time, verifiable experience working with youth (ages 5-18) or equivalent part-time experience.
- Preferred program director qualified with all documentation as required by the State of Colorado’s Department of Human Services/ Child Care Licensing Division upon hire.
- Must possess, or be able to obtain within 30 days, a valid Colorado driver’s license.
- Possess or be able to obtain within 30 days: First Aid, CPR, Universal Precautions, and Medication Administration.
- Possess or be willing to obtain: climbing wall belay certification, trampoline certification, and other certifications as needed.
- Experience with RecTrac or other registration database preferred.

**Work Environment:** Work is performed indoors in recreational facilities and outdoors in all weather conditions. This position includes periods of high activity and moderate to loud noise levels.

**Physical Requirements:** While performing the duties of this position the employee is required to sit, stand, walk, run, climb, hike, balance, squat, kneel, talk, hear, and see. Occasional lifting of 10 pounds or greater is required, including the ability to lift, hold, and carry a child.

**Fraser Valley Metropolitan Recreation District Benefits**

Designated full time employees are eligible for benefits including:

- Medical, dental, and vision plans including spouse, domestic partner, and family coverage options
- Employer paid life insurance
- Retirement plan with 3.75% employer match and immediate 100% vesting
- Paid Holidays
- Paid vacation and sick leave time
- Additional recreation benefits at all FVMRD facilities

**The FVMRD is customer service oriented and is committed to hiring individuals who respond effectively and efficiently to citizen needs and concerns.**

**EQUAL OPPORTUNITY EMPLOYER**

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**Employee Name**

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**Employee Signature**

\_\_\_\_\_  
**Date**