

Recreation Program Assistant

Job Description

Under the supervision of the Recreation Director, the **Recreation Program Coordinator** serves as the primary or secondary host for rental groups. The major responsibilities of this position include the following but are not limited to:

Responsibilities

Rental Groups

- Assist guests with logistical and facility needs
- Promote Pathfinder Ranch and its programs
- Ensure that the Camp is maintained in a clean and safe manner
- Help guests understand the Camp rules, including parking and safety policies
- Communicate expectations and services with rental group contact person
- Circulate among guests to address issues and answer questions regarding Pathfinder Ranch
- Complete appropriate rental group documentation
- Perform light cleaning and maintenance and dispose of all event trash and recycling
- Maintain inventory; e.g. garbage bags, cleaning supplies, fire wood (report if running low)
- Patrol grounds to ensure proper usage and properly close all rental areas
- Coordinate with other departments in conjunction with rentals

General

- Maintain accurate program records and logs
- Coordinate with other department employees and managers as needed
- Ongoing communication with the Recreation Director for policy and standards direction, departmental development and relevant business
- Inventory equipment as needed
- Provide positive public relations on behalf of Pathfinder Ranch and serve as the liaison between the Ranch and client groups
- Comply with Health and Fire Department regulations, organizational policies and accreditation standards
- Other duties as assigned

Job Requirements

- Exhibit the ability to work well within the Pathfinder Ranch organization and with other employees
- Must be self-motivated and complete tasks in a timely and accurate manner
- Able to work independently with minimal supervision
- Able to communicate effectively (both verbally and in writing)
- Willingness to work a flexible schedule including weekends, evenings and holidays
- Hold and maintain current child and adult First Aid, CPR and AED certifications from a nationally recognized provider
- 18 years of age or older

Physical Requirements

Sufficient physical ability and mobility to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull up to 40 pounds of weight; to walk long distances on a variety of terrain; to perform duties while outdoors and exposed to a variety of weather conditions.