

Rio Arriba County

Vacancy Notice

Human Resource Department

1122 Industrial Park Road

Espanola, New Mexico 87532

Telephone: (505) 753-2992 Fax: (505) 753-9397

Web: www.rio-arriba.org

Position: Recreation Coordinator

Positions Available: 1 Department: Recreation-Espanola

Opening Date: July 15, 2021 Closing Date: Open until filled

Starting Pay: \$45,304

Rio Arriba County is seeking a motivated individual to assist the Director to determine community interest and needs to plan a wide range of activities within budget limitations. Plans, organizes, and supervises the work of general and specialized recreation staff at pool facilities, playgrounds and park. Must be able to work with minimal supervision and have the ability to follow written and verbal instructions. Exemplary interpersonal skills are essential to this position as well as the ability to work with the public senior citizens and children in a professional and compassionate manner.

ESSENTIAL JOB DUTIES:

- Develops and implements sports and recreation programs for all age groups, including youth, teens and adults throughout Rio Arriba County: Such programs include softball, basketball, and other sport competitions;
- Plans, coordinates and arranges sponsorships for athletic tournaments for all age groups within Rio Arriba County
- Develops contracts with various organizations for use of recreational or athletic facilities, and/or for the sponsorship of various athletic or recreational programs;
- Coordinates efforts to work with private industry for sponsorship of teams, trophies, uniforms, etc.;
- Develops and implements special recreational events, such as sporting clinics and field trips for all residents in Rio Arriba County;
- Develops and monitors activities, calendar in conjunction with Director of Community Services for tournaments and seasonal plays and coordinate with other County programs and/or staff;
- Organizes use of facilities to be used for athletic practices or contests;
- Serves as a liaison between the County and other organizations, promoting various recreational athletic projects and programs;
- Oversees maintenance and care of athletic facilities within the County;

- Coordinates and develops the construction of recreation and park facilities within the County;
- Prepares requisition forms and purchase orders for equipment needed by the parks and recreation department, using appropriate purchasing policies and procedures;
- Oversees and Coordinates Summer Food Program;
- Oversees and Coordinates the Senior Olympics;
- Supervises Recreation staff;

OTHER RESPONSIBILITIES:

- Work is performed both indoors and outdoors;
- Indoor temperature is controlled. Employee is exposed to natural weather conditions while performing duties outdoors, indoor temperatures is controlled;
- Employees may be exposed to fumes, odors, dust and mist while performing duties outdoors;
- Indoor work duties are typically performed on even surface, which may be carpeted or tiled. Indoor work surfaces are dry;
- Employee is required to climb and descend staircases while performing indoor duties;
- Outdoor duties may be performed on either even or uneven surface, and the surface may be either dry or wet. Employees may perform duties on surfaces such as natural ground, grass asphalt, or concrete while performing outdoor duties;
- Work hazards include operation of vehicle in performance of duties;
- Equipment and materials used to perform indoor duties include telephone, photocopy machine, fax machine, computer terminal and keyboard, and calculator;
- Employee may handle ground's maintenance equipment, particularly when involved with ordering of necessary equipment for parks and recreation department;
- Employee may be required to work irregular hours to include weekends;
- Employee will be required to attend job related meetings;
- Is required to travel to Tierra Amarilla on a weekly basis to oversee the upkeep of the facilities and performances of the recreational staff;
- Employee utilizes automobile at times to perform essential job duties;
- Employee must perform all duties with minimal supervision;

SPECIAL REQUIREMENTS:

- Employees must be willing to work in both Espanola and Tierra Amarilla facilities as needed;
- Ability to work in a busy environment and work varied hours including weekends, evenings, early mornings, and occasional holidays;
- Employees must travel and attend work related workshops, trainings, and conferences;

Qualifications:

- Employee must have a high school diploma or equivalent, or one-year experience in coordinating organized leagues, ability to draft up tournament brackets and implement rules and regulations related to sports activities
- Ability to establish and maintain an effective working relationship with the public, other departments and all County employees;
- Ability to act in a conscious manner using sound judgments and memory;
- Knowledge of various computers and word processing equipment;
- Must have excellent communication skills requiring the ability to communicate and interact in pleasant and positive manner with the public. The ability to communicate effectively both verbally and in writing;
- The ability to work with minimal supervision and provide accurate and complete records in a timely manner;
- Employees must adhere to all approved County policies, procedures and regulations;

Selected applicants must complete and pass a pre-employment drug test and possess a valid New Mexico Driver’s License.

For more details on duties, responsibilities, and qualifications please contact Annabelle Almager, Human Resource Director at 505-752-2992*5325 or send e-mail to aalmager@rio-arriba.org.

Starting Pay: As per 2021-22 Rio Arriba County Salary Schedule

Interested Applicants may submit a County Employment Application to the Human Resource Department in Tierra Amarilla or at the Espanola Annex Human Resource Office.

The County of Rio Arriba is an Equal Opportunity Employer. Selection for this position will be made solely on the basis of merit and qualifications without regard to race, national origin, political affiliation, religious faith or absence thereof, sex, age, disability, or any other non-merit factors.

