

EMPLOYEE RECREATION COORDINATOR

REPORTING RELATIONSHIPS: Reports directly to the Location Employee Recreation Supervisor

RESPONSIBILITIES:

1. **Assisting the Location Supervisor:** Helping with the coordination, implementation, and evaluation of Parkwide and location planned recreational activities
2. **Leading Trips and Activities:**
 - a. Planning and prepping before all activities to ensure that all details relevant to the successful operation of the activity have been considered
 - b. Enforcing all applicable policies and rules throughout the activity to ensure safety and enjoyment for all participants
 - c. Safely operating a motor vehicle and complying with all company motor vehicle use policies
 - d. Providing interpretation during outings to educate and enlighten trip participants on Yellowstone's natural environment
3. **Publicizing and Promoting Recreation Activities:** Posting flyers, making announcements, and developing personal contacts to get the word out
4. **Office Operation:** Assisting employees with questions, completing and recording transactions, collecting and accounting for all fees remitted, issuing and inspecting rental equipment, promptly and accurately completing all reports
5. **Facilities and Equipment Supervision:** Cleaning, inspecting and maintaining recreation facilities, equipment, and supplies to ensure safety and proper operation
6. Communicating daily with Parkwide Management, location Recreation Staff, and park employees
7. Adhering to all Recreation Program procedures, philosophies, and goals.

SKILLS AND KNOWLEDGE:

1. Earned or working toward a university degree, preferably in a field related to recreation
2. Strong communication skills, both written and oral
3. Strong organization skills
4. Valid driver's license and ability to drive a 15 passenger van safely for extended periods of time
5. Proficient computer skills (including Microsoft Windows programs: Word, Excel, Outlook)
6. Knowledge of organizing and implementing programs
7. Flexibility with working conditions, schedules, and facilities
8. Willingness and ability to learn about Yellowstone's natural environment and share this knowledge
9. Ability to work outdoors, sometimes under inclement weather conditions
10. Ability to hike moderate distances in the outdoors, up and downhill, in various conditions
11. Ability to learn quickly
12. Outgoing and people oriented
13. Willing to work hard when needed, and to do what it takes to get the job done