



OUTDOOR RECREATION SPECIALIST

Position:	Outdoor Recreation Specialist
Department:	Lake House
Reports to:	Lake House Manager
Location:	Lake House
Status:	Full-Time, Temporary
Hourly Wage:	\$47,500-\$57,250 Annually

NATURE OF WORK:

Under the direction of the Lake House Manager, the Outdoor Recreation Specialist is responsible for overseeing the daily outdoor operational and programming needs of the Evergreen Lake House. This position will assess the needs, research trends, develop, plan, implement, and evaluate outdoor adventure programs for the Evergreen Lake House. The Outdoor Recreation Specialist will also play a key role in developing and serving as a community liaison with local partners, schools and businesses to further expand the reach of services provided.

ESSENTIAL FUNCTIONS:

- Assists in the hiring, training, supervising, scheduling and evaluating of Evergreen Lake House attendant staff.
- Assists in the oversight of facility and participants by enforcing program and building rules, regulations, and procedures.
- Assists in outdoor recreation planning, programming, and support at other District facilities, from time to time and as needed to support EPRD's districtwide outdoor recreation offerings.
- Oversees daily outdoor seasonal operations such as boating, sailing and skating at the Evergreen Lake House, while also managing the climbing program.
- Creates and oversees the development of outdoor adventure programs geared toward increasing revenue, promoting applicable facility use, and creating new opportunities for the community to recreate.
- Monitors and evaluates programs while initiating changes to creatively address the needs of the community.
- Knowledge of current trends in outdoor adventure recreation and programming.
- Assists the Lake House Manager with budget development, and management.
- Assists in the coordination and management of large community events held on the Evergreen Lake House property such as the annual Hockey Tournaments/Clinics, etc.
- Coordinates with the MarCom Supervisor in creating informative departmental newsletters, brochures and informational packets.
- Works in cooperation with grant and marketing staff in seeking outside funding opportunities, sponsorships, advertising and marketing.
- Manages program registrations and interfaces with Active Net; administers online and in person registration processes.
- Maintains a strong working knowledge of the department's Active Net registration software, for the purpose of managing program registrations, collection of drop-in fees and purchase of passes.
- Assists staff with special projects and promotions as requested. May include data collection, report preparation, purchasing, development of policies & procedures, and other administrative tasks.
- Coordinates and corresponds with community partners, non-profits, and foundations for programming as it relates to the Evergreen Lake House.
- Actively participates in outside professional organizations whose purpose is to further promote the Evergreen Lake House facility.



- Must possess a highly defined focus towards both internal and external guest service.
- Other duties as assigned.

MANAGEMENT AND SUPERVISORY DUTIES:

- Daily supervision and development of all employees within jurisdiction of supervision.
- Recruit, select, hire, train, develop, discipline and dismiss (if necessary) assigned staff within parameters of responsibility.
- Assist in the scheduling, planning and attendance of all employee meetings.
- Assist with the implementation of all EPRD policies and procedures in a timely manner as related to functional areas of responsibility.
- Attend EPRD meetings.
- Responsible for following DOL rules and regulations.

ILLUSTRATIVE EXAMPLES OF DUTIES:

- Assist in the development and analysis of data to measure effectiveness of client and target penetration while determining applicable trends as related to the Lake House.
- Development and maintain policies and procedures designed to ensure the integrity off all acquired and accrued data.
- Assist in the preparation of data analysis and data points relating to key area initiatives.
- Assist in the maintenance, management and control applicable budgets.
- Assist in maintaining consistent applicable relationships between all EPRD entities, ensuring accurate marketing information is distributed on a regular basis.
- Control daily operation of facility with set parameters of responsibility.
- Assist in the identification of potential safety/hazardous situations while working to resolve potential situations.

SKILLS

- A strong attention to detail and accuracy
- Excellent written as well as oral communication skill.
- Administrative proficiency in a wide variety of practical applications.
- An acute sense of organization and excellent problem solving skills.
- A strong attention to professionalism.
- A creative vision and style as related to event planning and coordination.
- Extremely good time management skill with the ability to prioritize.
- A strong background in the field of outdoor adventure programming.
- Ability to effectively manage a diverse staff.
- Must be highly motivated, organized and creative.
- The practical application of the principles of supervision, training and performance evaluation.
- A positive attitude consisting of a great deal of energy.
- Understanding and implementation of internal and external guest service.

KNOWLEDGE

- Thorough knowledge of modern principles, methods, practices and equipment relating to the functional areas of responsibility.
- A general knowledge of complex project management.
- A thorough knowledge of budgeting practices, methods and procedures.
- Knowledge of seasonal activities, including, but not limited to, ice skating and boating.
- Knowledge of risk management/safety issues relating to the functional areas of responsibility.
- Knowledge of general park/facility operations, including but not limited to, operational standard



operating procedures.

ABILITIES

- Ability to plan, direct, supervises, and evaluates programs; assess overall district effectiveness in exercising its mission.
- Ability to establish and follow priorities.
- Ability to communicate effectively, both verbally and in writing, to a variety of audiences, including the district as a whole.
- Ability to input, obtain output, analyze and interpret data using computers and any applicable software.
- Ability to prepare clear, concise reports, studies, memorandums and statistics.
- Ability to establish and maintain effective working relationships with other employees, government officials, civic organizations, community agencies and the general public.
- Ability to delegate administrative tasks while maintaining creative control over applicable areas of responsibility.

REQUIRED TRAINING, EXPERIENCE AND QAULIFICATIONS

- A Bachelor's degree from an accredited university in Park and Recreation or related field. Field background should include areas as special/community events organization, recreation facilities and lake operations and marketing business background.
- A strong background in outdoor adventure programming and customer service.
- CPR/First Aid/Emergency Water certification or the ability to obtain said certification up to six (6) months following employment.

*Please note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with this job.

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EPRD does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.