

Activities Coordinator – Blaine-Birch Bay Park and Recreation District 2 - Part-time (30 hours a week) Starting Pay: \$13 – 15 per hour depending on experience.

The Blaine-Birch Bay Park and Recreation District is currently seeking an Activity Coordinator to plan, organize, coordinate, administer, and promote athletic, fitness and recreation programs for the community's youth and adults. This position will report directly to the Program Manager.

- Plan, implement, supervise and promote recreational programs and activities for people of all ages.
- Ensure a safe and fun environment at the Birch Bay Activity Center and Blaine Pavilion Building.
- Clean and maintain recreational equipment and light janitorial work.
- Assist with office tasks, scheduling and fee structures.
- Collect admission fees for recreational activities, facility or equipment rentals.
- Check out equipment.
- Work with Program Manager to create and implement new activities and programs.
- Promote programs sponsored by BBBPRD2
- Perform other duties as assigned.
- Optional: Be an instructor for fitness classes. Certified Instructors are encouraged to teach classes!

Please stop by in person at the Birch Bay Activity Center, 7511 Gemini Street, Blaine to drop off a cover letter and resume. Office Hours are 9 to 5 pm. If you have questions, please call 360-656-6416.

The candidate should possess the following:

- Polite, respectful, and professional • community orientated • fair, trustworthy, sound reasoning skills, strong work ethic, and pro-active • team player • work independently • willingness to learn new skills
- Able to establish and maintain effective working relationships with other employees, department heads, agency heads, community groups and the public,
- Ability to present ideas and recommendations clearly and concisely, both orally and in writing
- Must have a valid driver's license, proof of insurance and good driving record •
- Operating a personal computer utilizing standard software
- Ability to speak clearly and persuasively in positive or negative situations;
- Red Cross CPR, First Aid, AE or ability to obtain and maintain within 3 months.
Must pass a background check.