

LOCATION EMPLOYEE RECREATION COORDINATOR

Reports directly to Location Recreation Supervisor

RESPONSIBILITIES:

- Assisting the location supervisor: Helping with the coordination, implementation, and evaluation of Parkwide and location planned recreational activities.
- Leading trips and activities: Planning and prepping before all activities to ensure that all details relevant to the successful operation of the activity have been considered.
- Enforcing all applicable policies and rules throughout the activity to ensure safety and enjoyment for all participants.
- Safely operating a motor vehicle and complying with all company motor vehicle use policies.
- Providing interpretation during outings to educate and enlighten trip participants on Yellowstone's natural environment.
- Publicizing and promoting recreation activities: Posting flyers, making announcements, and developing personal contacts to get the word out.
- 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.
- Communicating daily with Parkwide Management, location Recreation Staff, and park employees.
- Facilities and equipment supervision: Cleaning, inspecting and maintaining recreation facilities, equipment, and supplies to ensure safety and proper operation.
- Adhering to all Recreation Program procedures, philosophies and goals.

SKILLS AND KNOWLEDGE:

- Earned or working toward a university degree, preferably in a field related to recreation.

- Strong communication skills, both written and oral.
- Strong organization skills.
- At least 21 years of age and have a valid driver's license.
- Good driving record.
- Must meet all DOT physical requirements and pass a DOT medical exam for commercial driver fitness determination.
- Ability to safely drive a 15 passenger van for extended periods of time.
- Proficient computer skills (including Microsoft Windows programs: Word, Excel, Outlook).
- Knowledge of organizing and implementing programs.
- Flexibility with working conditions, schedules and facilities.
- Willingness and ability to learn about Yellowstone's natural environment and share this knowledge.
- Ability to work outdoors, sometimes under inclement weather conditions.
- Ability to hike moderate distances in the outdoors, up and downhill, in various weather conditions.
- Ability to learn quickly.
- Outgoing and people oriented.
- Willing to work hard when needed, and to do what it takes to get the job done.

PHYSICAL REQUIREMENTS:

- Must meet all physical requirements to pass a DOT medical exam for commercial driver fitness determination.
- Able to lift and carry up to 50 lbs.
- Able to lead backcountry hikes of up to 10 miles at a speed of no less than 2 miles per hour at altitudes of 5,000 feet to 10,000 feet.

- Able to drive loaded 15-passenger van for up to twelve (12) hours per day.
- Working with required chemicals.

Reviewed 03/16/15