

## **LOCATION EMPLOYEE RECREATION**

### **RESPONSIBILITIES:**

- Planning and organizing all location operations: Developing location activity calendars, forming all staff schedules, prioritizing all duties, assuring that all details relevant to activities have been addressed, and assuring that the location recreation program operates in an organized fashion and according to the directives given by program management.
- 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 FOR COORDINATORS:**

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

- Experience managing or supervising staff in a professional setting.
- 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 FOR BOTH COORDINATORS AND SUPERVISORS:**

- 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 fourteen (14) hours per day.
- Working with required chemicals.