



PO Box 640
Goldendale, WA 98620
(509) 773-0506

CENTRAL KLICKITAT COUNTY PARK & RECREATION DISTRICT (CKPRD)

POSITION DESCRIPTION

Position Title: Youth Activity Coordinator(s) focused on Youth Soccer and/or Football- potentially two positions one for each sport
Reports To: CKPRD Board Member
Supervises: N/A
Status: Part-Time, Seasonal, Hourly Employee
Salary Grade: \$15/hour

Under the direction of the CKPRD Board of Directors, this position is responsible for coordination, planning and implementation of the 2019 Youth Soccer and/or Youth Football programs. Other activities may be assigned to this position as acquired.

Specific Duties and Responsibilities:

- Responsible for planning and implementation of registration of players and volunteers, including taking registrations, coordinate the formation well balanced teams, and communicating with players, parents, coaches, referees and volunteers.
- Keep current count of registered players and volunteers.
- Recruitment of coaches, referees, and other volunteers and perform background checks on all of them.
- Coordinate game scheduling for youth soccer and youth football teams. Coordination will involve scheduling with the gorge youth football league and soccer leagues (older soccer age groups will travel; all football age groups travel)
- Serve as primary point of contact for questions related to youth sports programs coordinated by the Central Klickitat County Parks and Recreation District
- Ensure communication of program, events, and information to schools, businesses, media, other regional programs and general public.
- Responsible for coordination of playing field schedules with local school district and city of Goldendale and ensure this schedule is communicated to team coaches.
- Performs other duties assigned

Job Requirements:

- Ability to read, write and communicate both orally and in writing.
- Ability to communicate effectively with peers, public and other employees.
- Ability to prioritize workday with minimal assistance or supervision.
- Exceptional organizational skills and ability to multi-task.
- Ability to work safely, independently and in a team environment

- Possession of, or ability to obtain, a valid WA driver's license.
- Ability to keep information confidential.
- Attend CKCPRD Board meetings when appropriate and/or have a written report/summary of duties performed and upcoming
- Have computer skills.
- Complete other training as required.

Working Conditions and Other Requirements

- Employee will work a maximum of 15 hours per week unless receiving prior approval from CKCPRD Board.
- Weekly work hours will vary based on program needs.
- Employee must pass pre-employment drug screening and Washington State Background Check.
- Annual drug screenings are required by all employees.