

City of Alamosa Job Description

Position: Outdoor Recreation Supervisor and Grants Coordinator **Reports to:** Parks & Recreation Director

Supervision Exercise: Outdoor Recreation Staff **FLSA:** Non-Exempt

General Statement of Duties:

The Outdoor Recreation Supervisor & Grants Coordinator is responsible for all outreach design, implementation, operations, management, and maintenance of a variety of outdoor programs, facilities, and events in addition to managing Parks and Recreation Department Grants. Programs include but are not limited to: Indoor/outdoor climbing, water-based seasonal recreation (floating, paddle-boarding, and canoeing), camping, fishing, and winter recreation including skiing, fat-tire biking, and snow-shoeing. Coordinate outreach to Boys & Girls Clubs, schools, and the university, as well as put together collaborative community outdoor recreation events. Grant responsibilities include assisting the Parks and Recreation Director in researching funding opportunities, meeting with funders, writing applications, tracking costs, and completing reports for granting agencies.

Additionally, performs and supervises staff in a variety of unskilled or semi-skilled tasks in the maintenance, improvement, and new construction of city trails, outdoor recreation facilities, and green spaces both directly and in collaboration with Parks Department maintenance personnel and trail volunteer groups including winter cross-country ski trail grooming, boat put in areas, and a bicycle pump track.

NOTE: The essential functions and primary responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change. The following are the duties performed by employees in this classification. However, employees may perform other related duties. Not all duties listed are necessarily performed by each individual in the classification.

Essential Functions:

Recreation Planning:

1. Evaluate needs for new or expanded outdoor recreation resources;
2. Identify and classify existing or potential outdoor recreation areas;
3. Develop and review long-range and short-range outdoor recreation plans to meet present and future needs of the population
4. Develop standards and methods for outdoor recreation planning, including involvement in master planning efforts
5. Gather input from Alamosa residents on future recreation projects

Program Administration

1. Budget/Grant administration
2. Program design and operations

3. Coordinate major outdoor recreation events such as the Rio Frio 5k, Weekends on the Rio, and the Rio Trio Adventure Race
4. Appropriate risk management
5. Perform delegated duties as assigned by the Parks and Recreation Director
6. Provide support for City activities, facilities, and programs as requested
7. Maintains professional certifications as appropriate for job category and responsibilities
8. Create and maintain beneficial collaborations with external entities
9. Works on media and public relations as it relates to programming and planning.
10. Track program participation data for report to Parks and Recreation Director, Parks and Recreation Advisory Board, and any applicable funding agencies or stakeholders.

Maintenance

1. Performs, supervises staff, or coordinates with volunteers or contractors for general trail maintenance such as corridor designation, leveling, signage installation, and debris removal.
2. Operates and maintains various equipment and vehicles used for the maintenance, repair or new construction of trails, green ways and recreational facilities including a snowmobile, drag behind groomer, flatbed, pickups, tractor, loader, power and riding mowers, edger, trimmer, chainsaw, blower, brush saw, and hand tools.
3. Lead City's Noxious Weed Planning efforts in regards to Parks, Trails, and Open Space in collaboration with the Parks Division Manager

Grant & Project Management

1. Actively research new funding opportunities
2. Meet with funders to establish relationships and propose new projects
3. Build project budgets with input from qualified professionals
4. Apply for and manage Department grants in collaboration with the Director
5. Track grants and matching expenses and complete grant reports. Maintain positive relationships with funders.

Knowledge of:

1. Risk Management involving outdoor recreation and general safety practices and procedures
2. Motor vehicle and traffic laws
3. Sensitive habitat management
4. Equipment and materials utilized to maintain parks and outdoor rec-related facilities
5. Budget development and financial record keeping

Ability to:

1. Interact effectively with the public and employees
2. Ability to report to work regularly and on time. Work a flexible schedule, depending on program needs, including working evenings and weekends and shifting assignments as program needs change
3. Ability to follow oral and written instructions.
4. Ability to operate outdoor power equipment
5. Ability to recognize safety hazards and apply proper safety precautions

6. Have or be able to obtain a valid Colorado driver's license if assigned to drive a city vehicle
7. Safely and effectively coordinate youth outdoor programming
8. Understand, develop, and manage financial documents such as budgets and grant reporting materials
9. Communicate to stakeholders the wide-ranging benefits of outdoor recreation

Education/Experience Requirements:

1. Bachelor's Degree in Outdoor Recreation, Natural Resource Management, or related field and at least one year's experience supervising outdoor recreation in the field.
2. Previous experience in outdoor recreation programming, team-building, and trail maintenance preferred.
3. WFR (Wilderness First Responder) Certified
4. Knowledge of and experience with Federal and State land and river resource permitting
5. General computer skills include Word, Excel, social network development, etc.
6. Repair and maintenance of customary outdoor recreation equipment
7. Grant writing and management experience preferred

Material and Equipment Directly Used:

Power and manually-operated hand tools and equipment; light equipment such as generators, compactors, pumps, chainsaws, trimmers; light and medium motor-driven equipment such as snowmobiles, pickups, light dump trucks, and riding lawn mowers.

Working Environment:

Around 50% of the essential duties/activities for the position are performed outdoors and on foot. This involves exposure to all natural weather conditions, such as dusty, hot, dirty, wet, cold, and muddy.

Required Physical Capabilities:

1. Walk, stand, kneel, climb, stoop, crouch, push/pull, and reach for extended periods.
2. Normal range of vision and hearing for ensuring the safety of the employee, co-workers, and general public.

	not at all	occasionally	1-3 hrs.	4-6 hrs.	7-8 hrs.
Lift/Carry					
0-10 lbs				xx	
11-20 lbs.			xx		
21-40 lbs			xx		
41-60 lbs.			xx		
Push/Pull					
0-20 lbs.				xx	
21-25 lbs.				xx	
26-50 lbs.			xx		
51-75 lbs.		xx			
76-100 lbs.		xx			
Bending				xx	
Overhead reaching				xx	
Twist/Turn				xx	
Kneel/Squat				xx	
Sit				xx	
Stand/Walk				xx	
Ladder/Stair Climbing		xx			
Rotate activities/positions				xx	

Print Employee Name

Employee Signature

Date

Supervisor

Date