

**To apply: Email cover letter and resume to [hr@solidwasteagency.org](mailto:hr@solidwasteagency.org).**

*The Cedar Rapids/Linn County Solid Waste Agency is an Equal Opportunity Employer.*

## **CEDAR RAPIDS/LINN COUNTY SOLID WASTE AGENCY**

### **Recreation Coordinator**

#### **JOB DESCRIPTION**

##### **SUMMARY OF POSITION**

The Recreation Coordinator serves as a community resource for trails, education and tours at Mount Trashmore. Develops and coordinates public access tours on the site and manages the trail system and scenic overlook activities along with promoting the site in the community. Presents Agency messages to community organizations, associate member communities and the Agency Board of Directors.

The Recreation Coordinator reports to the Executive Director and coordinates details and information with Agency staff. Considerable leeway is granted for the exercise of independent judgment and initiative.

##### **POSITION RESPONSIBILITIES**

- understands the Agency's mission and goals and works cooperatively with Agency staff, customers and public
- manages all recreational activities at Mount Trashmore involving the bike and foot trails including the scenic overlook of Cedar Rapids
- responsible for the planning, promoting, and presentation of recreation programs, special events, competitions and related activities
- creates and manages a tracking system for checking visitors at Mount Trashmore
- manages special events hosted by the City, County, neighborhood or community groups, schools, community organizations and the general public
- works in conjunction with other municipalities and partners to coordinate necessary resources, securing required permits, mitigating parking, trash, restroom and safety issues with special events.
- assists in pursuing additional resources for programs through grant applications
- presents information and educational material to Agency board, staff, and the general public at various functions and engagements
- provides informative and promotional material to the Communications Director to assist in digital and printed marketing programs
- promotes social media accounts for the Agency regarding Mount Trashmore events and news
- performs all work duties and activities in accordance with Agency policies, procedures, and safety practices
- attends meetings, conferences and workshops
- performs related work as required

## **MINIMUM QUALIFICATIONS**

- **Education:** bachelor's degree required in recreation studies, park and recreation management, leisure studies, education or other related field
- **Experience:** experience in professional-level year-round recreation work, including programming and coordinating recreational activities, or experience in parks, trails, recreation or special event management and operations
- must be able to work evenings and weekends
- maintain a valid driver's license
- must be able to obtain CPR First-Aid Certification
- must have excellent customer service skills
- passing pre-employment drug and alcohol testing

## **PHYSICAL REQUIREMENTS**

- ability to be on feet standing and walking for many hours at a time during the day
- ability to walk up and down severe elevation many times a day
- ability to work outside and be exposed to hot and cold weather conditions

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- ability to communicate effectively both orally and written
- ability to plan, organize, and implement solid waste educational projects
- ability to plan and develop public grants and funding proposals
- ability to communicate effectively and maintain working relationships with other agency staff, supervisory personnel, state and local elected officials, professional consultants, and subcontractors, both orally and in writing, using both technical and non-technical language
- ability to prepare accurate and reliable reports containing findings, conclusions, and recommendations
- skill in the operation of computers using program applications appropriate to assigned duties and responsibilities
- ability to read and understand reports, manuals and other written material in order to communicate information to Agency board, staff and the public
- ability to quickly learn and put to use new skills and knowledge
- ingenuity and inventiveness in the performance of assigned tasks

**Pay Grade:** 10

**Pay Range:** \$53,956 - \$74,378

**FLSA Status:** Exempt (Salaried)

**Job Type:** Full-Time