

**Position:** Recreation Coordinator  
**Department:** Rough Rider Center  
**Status:** Non-Exempt  
**Supervisor:** Recreation Manager  
**Position:** Full Time  
**Pay:** DOE



### **Summary**

The Recreation Specialist plays a key role in bringing recreational programs to life for the community of Watford City and the surrounding area. You'll assist in creating, planning, and implementing activities at the Rough Rider Center and other local recreation sites, helping make sure residents of all ages can enjoy vibrant, engaging experiences.

### **Key Responsibilities**

- Plan, direct, and supervise recreation programs at the Rough Rider Center and other locations in Watford City.
- Assist in planning and implementing programs at the pool, parks, and recreation facilities.
- Work with RecTrac software for registrations, reports, programming, and customer communication.
- Assist in marketing and promoting programs, which includes selling memberships and creating promotional materials such as flyers, brochures, and posters.
- Provide administrative support, including answering general inquiries, maintaining department records, and following up with clients via phone and email.
- Prepare equipment, fields, and facilities for scheduled activities.
- Support the Events team as needed and perform other duties as assigned.

### **Requirements**

- Availability to work evenings and weekends when required.
- Strong organizational skills, attention to detail, and ability to prioritize tasks effectively.
- Excellent interpersonal skills with a strong focus on customer service.
- Ability to multi-task and manage multiple projects simultaneously, even under pressure.
- Ability to work collaboratively in a team-oriented environment.
- Proactive mindset with a history of taking the initiative.
- Strong written and verbal communication skills.
- Experience in working with children and ability to supervise group activities in a professional manner.
- Ability to stand for extended periods, lift up to 25 lbs regularly, and up to 50 lbs occasionally.
- Must pass a background check and pre-employment/random drug screenings.

### **Licenses & Certifications**

- Valid state-issued driver's license at the time of appointment.
- Completion of American Red Cross First Aid, CPR, and AED training within six months of hire, maintaining certification throughout employment.

**Physical Demands**

- Mobility, strength, and stamina for performing physical work for extended periods.
- Ability to operate cleaning tools and equipment, and motor vehicles.
- Vision to read printed materials and a computer screen, and hearing and speech for effective communication.
- Work may involve indoor and outdoor environments, frequent walking on uneven or slippery surfaces, kneeling, bending, crouching, running, and other physical activities as part of daily duties.

**Environmental Elements**

- Work in both indoor and outdoor environments, often with moderate to loud noise, wet or slippery conditions, and exposure to chemicals or other hazards.
- May require working in varying temperatures or inclement weather conditions.
- Interaction with community members to enforce rules and ensure safety.

**Working Conditions**

- This position may include irregular hours, including weekends, early mornings, evenings, and holidays.

**To Apply**

Please send your resume and cover letter to Krystal Picklesimer at [krystalp@roughridercenter.com](mailto:krystalp@roughridercenter.com).