

# Bethel Recreation Association

**Position:** Program Coordinator

**Salary:** \$2700.00 Monthly

**Hours:** Approximately 25 – 30 hrs/week

**Status:** Part-time/Seasonal

**Start Date:** August 1, 2026

## **Program Coordinator Job Description**

The Program Coordinator position is a seasonal part-time position working from late July to the end of June. The position will be responsible for coordinating regular school season sports program in accordance with Bethel School District Calendar for children in grades K-8 for the Bethel Recreation Association. As a Program Coordinator for the Bethel Recreation Association this position will be responsible for all related tasks needed to run a successful program and provide a safe environment for all. The Program Coordinator is a role model and should display honesty, integrity and leadership. This position reports to the Bethel Recreation Director.

## **Work Hours**

Typical work week includes 25 – 30 hrs/week depending upon the needs of the program. This position is primarily work from home. An office space will be provided for Program Coordinators to work from with internet/printer access. Coordinators are required to be flexible to work weeknights and occasional weekends as needed for the program. Hours will vary for each sport season.

## **Required Knowledge, Skills and Abilities**

- Must have a High School Diploma or GED
- Must have own transportation.
- Must have a valid driver's license with good driving record
- Must complete Bethel School District Volunteer Application and be able to pass BSD background check
- Strong, oral and written communications skills.
- Strong interpersonal skills using tact, patience, courtesy and respect.
- Ability to analyze situations effectively and adopt an accurate course of action.
- Ability to organize a variety of activities.
- Ability to establish rapport and ongoing cooperative working relationships with parents, coaches, staff, school staff, participants and maintain effective working relationships with a variety of people in a multi-cultural, socio-economic setting.
- Ability to work effectively with minimal direction and under pressure.
- Ability to demonstrate reasonable, reliable and regular attendance.
- Knowledge of correct grammar, spelling and English usage.
- Skill in keyboarding and data entry.
- Skill in composing, proofreading and editing correspondence.

- Skill with operating a MacBook with word processing, database and Google spreadsheet applications.
- Skill in obtaining, clarifying, and exchanging information.
- Skill in providing high quality customer service.

### **Preferred/Desired Qualifications**

- Experience in sports/athletics coordination desired.
- Demonstrated ability to use a computer and various software programs including Microsoft Word, Excel & Google Docs to accomplish work assignments.
- Must respect and maintain confidentiality.
- Demonstrated ability to effectively communicate with co-workers, the public, Bethel Rec. staff and school district staff.
- Ability to work nights in person for four coaches meetings per year in accordance with the program calendar.
- Strong interpersonal skills.
- Ability to be flexible, adaptable and resourceful.

### **Duties and Responsibilities**

- Coordinate and communicate with school staff for facility usage and school/calendar conflicts.
- Promote all Bethel Recreation programs to ensure success. To include distribution of flyers, posters, install/remove banners each season, and attend back to school nights and community events such as ABC Day as appropriate.
- Recruit coaches, volunteers and players as needed to build the program.
- Assist with coach registration and data entry of coach/volunteer information on team rosters.
- Ensure coaches/volunteers have completed and passed the appropriate paperwork to include; background check, Concussion In Sports and Sudden Cardiac certifications prior to participating in any program activities.
- Form team rosters, coordinate player placement, and schedule team practices with school staff and coaches.
- Prepare and submit shirt orders for each sports program.
- Prepare and distribute coaches packets for each sport season and other program materials included in packets.
- Communicate effectively with coaches and parents with program updates, conflicts and/or questions via phone or email within 48 hrs with resolutions. On the rare occasion observe a practice or game to verify complaints or conduct of coaches, parents, or volunteers.
- Direct parents where to find refund information for participants that cannot be placed on a team, the team folds, or have extenuating circumstances for a refund.
- Work with equipment manager to ensure coach has needed equipment
- Keep a mileage log and submit it to the Bethel Recreation office at the end of each month.

**Working Conditions**

Work is performed inside and outside. Noise level is usually high to moderate, primarily due to children at play.

Frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. Often required to walk short distances.

**Licenses/Special Requirements**

May be required to obtain first aid certificate or CPR training.

This job description is not an employment agreement or contract. Bethel Recreation Association has the exclusive right to alter this job description at any time without notice. The statements contained herein reflect general details as necessary to describe the primary functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload. The applicant recommended for this position will be required to undergo a background check through The Washington State Patrol criminal investigation system and, if from out-of-state, the Federal Bureau of Investigation, at the applicant's expense. Board policy prohibits smoking or any other use of tobacco products (including Vapes) on school district property, to include all district buildings, grounds and district-owned vehicles.