

**San Juan Island Park & Recreation District  
Job Description**

**Job Title:** Recreation Specialist – STAR & Outdoor Programs  
**Reports To:** Recreation Manager  
**Status:** Permanent, Minimum 32 hrs/week  
**Salary:** \$28.00 - \$36.80 per hour  
**Benefits:** Full Benefits

**Summary**

This professional and supervisory position is responsible for the coordination and leadership of Island Rec's Study Time and Afternoon Recreation (STAR) afterschool program during the school year, and for coordinating outdoor recreation programs for all ages throughout the year. Under the direction of the Recreation Manager, the Recreation Specialist provides on-site leadership for STAR, supervises staff, develops School's Out Camps, and coordinates a variety of outdoor programs such as hikes, bike trips, nature-based activities, and adventure experiences. The Specialist works with staff and contracted providers to deliver many outdoor programs and may lead selected activities based on experience.

This position requires a responsible, energetic individual with strong skills in supervising and engaging children, excellent judgment, and the ability to plan and implement recreational activities both independently and as part of a collaborative team.

**Essential Duties and Responsibilities**

**STAR Afterschool Program & School's Out Camps:**

- Plans, organizes, supervises, and leads an enriching daily after-school program and day camp program for 15-30 children daily in TK-5<sup>th</sup> grade
- Ensures a clean, safe, and positive environment for participants and staff.
- Supervises, schedules, and evaluates program staff and volunteers; Models and teaches appropriate childcare techniques to staff.
- Plans, implements developmentally appropriate curriculum, and runs School's Out Day Camps during school breaks (winter, mid-winter, spring, and early release).
- Maintains accurate program records, completes reports, conducts program evaluations, and recommends improvements.
- Communicates effectively with parents, participants, school partners, staff, and community members.

**Outdoor Programs:**

- Coordinates summer Teen Adventure Camp, including planning and supporting trips and activities both on and off island.
- Oversees sailing program
- Coordinates and delivers existing outdoor recreation programs, including hiking, biking, paddling, birdwatching, and other outdoor experiences.
- Expands and develops new outdoor program offerings, such as enhanced bike and paddling programs, camping opportunities, and family or adventure-based activities.
- Ensures all outdoor programs follow appropriate safety guidelines and risk management practices.
- Adhere to and follow all Island Rec and policies, procedures and guidelines as required.

**Program Administration:**

- Collaborates with the Recreation Manager to develop, monitor, and adjust program budgets for STAR and outdoor programs.
- Purchases supplies and equipment; maintains inventory and ensures proper care and storage of program materials.

- Assists with program marketing, including flyers, social media content, and taking photos.
- Supports light site setup, cleanup, and basic equipment maintenance related to program delivery.
- In partnership with admin staff, manage online registration system including building and editing programs, processing registrations and collecting fees; answer office phone, troubleshoot as needed.

### **Qualifications**

- Bachelor's degree in Recreation, Education or related field or 3 years of experience working with children in a recreation, education or childcare setting.
- Strong experience working directly with children and leading youth activities.
- Physically and mentally capable of supervising children for extended periods of time in a highly stimulating environment.
- Be at least 21 years of age
- First Aid and CPR certification or ability to acquire immediately.
- Wilderness First Aid certification preferred.
- Experience coordinating recreational or outdoor activities; ability to support and train others.
- Demonstrated leadership ability; prior staff supervision experience preferred.
- Must hold a valid Washington State Driver's License and be able to safely operate a 12-passenger van.
- Proficiency with Microsoft Office and standard office equipment.
- Strong communication skills, including clear and respectful written and verbal communication.
- Demonstrates flexibility and willingness to meet program needs by leading activities and substituting for other employees.
- Must be able to pass criminal history background check.
- Must be able to enthusiastically perform all essential duties while following established policies and procedures.

### **Working Conditions and Physical Requirements**

- Work occurs at program sites (indoors and outdoors) and at the Island Rec office.
- Ability to lift a minimum of 40 pounds.
- Ability to use personal motor vehicle to use for transporting self and equipment and supplies to and from program sites.
- During the school year, work typically includes late-morning or early-afternoon office hours before STAR begins.
- Summer schedule generally shifts to daytime hours for outdoor programming.
- Position averages approximately 32 hours per week, with some schedule variation based on program needs.
- Requires ability to lead outdoor activities on varied terrain and in changing weather conditions.
- Occasional evenings, weekends, and holidays are required.

Please send your resume, cover letter, and completed employment application to Bethany Klassen at [Bethany@islandrec.org](mailto:Bethany@islandrec.org). Applications can be found at <http://www.islandrec.org/about-us/employment/>