

ST. JOSEPH COUNTY VETERANS AFFAIRS RECREATION COORDINATOR

General Summary:

Under the supervision of the Veterans Affairs Director, coordinates, schedules and attends a variety of events designed to improve the quality of life and health and fitness for participating veterans. Identifies and categorizes activities of interest, promotes the program, actively solicits participation, and schedules activities. Provides office supports and acts as an office reception.

Essential Functions:

1. Greets veterans and directs them to the Veterans Affairs Director's office.
2. Answers phones and schedules appointments.
3. Identifies activities of interest, designed to improve the quality of life and health and fitness for participating veterans.
4. Actively promotes the program using advertisements, social media and direct contact with veterans.
5. Schedules a variety of activities which include, but is not limited to, kayaking, mountain biking, bee keeping, fishing, hunting and social events.
6. Maintains all Veterans Affairs' recreational equipment and supplies. Performs minor maintenance on equipment and keeps related records.
7. Maintains and organizes the Veterans Loan Closet.
8. Maintains all records related to recreational and social events.
9. Orders supplies and materials required for events and keeps an inventory of select items.
10. Interacts with the public, providing information on Veteran's Affairs events.
11. Performs other duties as required.

An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employees may be expected to perform.)

Employment Qualifications:

Education:

A high school diploma.

Experience:

Prior experience in recreational events planning and participation requiring physical fitness. Some prior experience working with veterans is preferred.

Other Requirements:

Michigan Vehicle Operator's License.

Limited proficiency in Microsoft Office Suite applications.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements:

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements):

Ability to use a keyboard to enter and retrieve information from a computer.

Ability to communicate orally and in writing.

Ability to regularly travel to and access the various locales for events.

Physical dexterity required to participate in events.

Ability to lift and move items of moderate weight.

Working Conditions:

Frequently works outside at various event locations but also in the office.

Works outside in varying weather conditions.