



MARCH 2016
FLSA: NON-EXEMPT

RECREATION COORDINATOR

DEFINITION

Under general supervision, plans, organizes, coordinates, and provides direction and oversight for recreation programs and activities which may include: aquatics, special events, facilities, youth and adult sports, teen, senior, therapeutic, volunteer, neighborhood, historic properties and restoration, library, cultural arts, and theater management; recruits, coordinates and leads the activities of regular, temporary and volunteer staff; prepares program budgets and monitors expenditures; administers the rental, scheduling, use and maintenance of major recreation facilities; provides administrative support and program assistance to the Recreation Supervisor; fosters cooperative working relationships with various public and private groups; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Recreation Supervisor or Program Manager. Exercises technical and functional direction over and provides training to assigned staff and volunteers.

CLASS CHARACTERISTICS

This is the advanced-level class in the recreation services series that has program coordination, administrative, and/or day-to-day operational responsibilities. Incumbents are responsible for coordinating and participating in recreation programs to ensure that City facilities, recreation programs, activities, and services are safe and effective and provide the highest level of customer satisfaction for public use. Responsibilities include inspecting and planning, scheduling, and directing the recreation program operations, activities, and services in a timely manner, and performing a wide variety of tasks in the operations and activities of one or more recreation program and/or facilities. This class is distinguished from the Recreation Supervisor in that the latter is the full supervisory-level class and has overall program, budgetary, and administrative responsibility for multiple recreation activities and facilities or a comprehensive recreational program.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Provides direction to regular, temporary and volunteer staff, including selecting, monitoring, training, scheduling and determining workloads; assists with hiring, disciplinary and evaluation processes; serves as lead to Recreation Technicians.
- Assists in the development, recommendation and implementation of goals, objectives, policies, procedures and work standards for the assigned recreation area (s).
- Participates in the preparation and administration of an assigned recreation center or specialized recreation program budget.
- Plans, evaluates and coordinates programs, classes, athletic activities and special events, including scheduling facilities, ensuring facilities are set up, scheduling trips and hiring coaches.

- Monitors the day-to-day operations of programs and events, including making site visits, handling and resolving complaints not requiring the attention of a supervisor and ensuring that programs and events have required materials and supplies.
- Formulates and organizes program plans and schedules for seasonal and year-round activities such as athletic leagues, aquatics programs, special events and day and summer camps.
- Acts as liaison and representative with a variety of advisory boards, commissions, community groups, law enforcement agencies, schools and councils.
- Creates program flyers, brochures, catalogs and newsletters, including determining content, layout, materials and distribution methods; prepares activity and operating reports.
- Enforces safety and operating procedures and provides for maintenance needs including compliance with health and safety codes and building codes.
- Books facility rentals for customers; attends to facility users needs, including permits and equipment; prints weekly event schedule and ensures that all setups are done, manages facility budget, including maintenance and supplies.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic principles of employee and volunteer supervision and training.
- Principles, practices, and service delivery needs related to the program area(s) to which assigned.
- Procedures for planning, implementing, and maintaining a variety of recreation and leisure activities and programs.
- Principles and practices of recreation program development, implementation including marketing, review, and evaluation.
- Recreational, cultural, age-specific, and social needs of the community.
- Principles, practices, and techniques used in the conduct of an effective marketing program, including public communication through various media channels, and the development of various promotional materials.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to the program area(s) and facilities to which assigned.
- Principles and practices of program administration, including budgeting, purchasing, and basic supervision.
- Recreation site management and oversight.
- Safety principles and practices, including basic first aid and adult and/or child cardiopulmonary resuscitation (CPR) methods.
- Applicable safety precautions and procedures related to the program area(s) and facilities to which assigned.
- Principles and procedures of record-keeping, cash handling, and report preparation.
- Business arithmetic and statistical techniques.
- Modern office practices, methods, and computer equipment and applications.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for effectively dealing with individuals of various ages, various socio-economic and ethnic groups, and effectively representing the City in contacts with the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Plan, oversee, coordinate, review, and evaluate recreation program operations and activities, as well as staff, contractors, and volunteers.

- Plan and prepare recreation activity schedules, staffing schedules, reports, and other related program materials.
- Understand the organization and operation of recreation programs and facilities necessary to assume assigned responsibilities.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Handle medical emergencies and injuries in a calm and effective manner, including providing basic first aid and adult and/or child cardiopulmonary resuscitation (CPR).
- Recommend and administer program and project budgets after approval.
- Prepare clear and concise reports, correspondence, and other written materials.
- Operate modern office equipment including computer equipment and software programs including those related to registration.
- Make accurate business arithmetic and statistical computations; accurately process cash transactions.
- Maintain accurate logs, records, and basic written records of work performed.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from a four-year college or university with major coursework in recreation administration, physical education, leisure services or a related field and two (2) years full-time or its equivalent of recreation experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as listed above.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

At the option of the appointing authority or the City, persons hired into this class may be required to either possess at entry or obtain within specified time limits designated licenses, certifications, or specialized education and training relevant to the area of assignment, which may include:

- First Aid Certification
- CPR Certification
- Water Safety Instructor Trainer
- Certified Pool Operator

PHYSICAL DEMANDS

Must possess mobility to work in a standard office and/or recreational facility setting and use standard office and/or recreation equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Must possess the physical stamina to lift and move tables and chairs, arrange facilities for community events and/or meetings. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend,

stoop, kneel, reach, climb, and walk on uneven surfaces to participate in recreational activities; and push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment and in the field. When in the office, incumbents work in an environment with moderate noise levels, and controlled temperature conditions. When in the field, employees are occasionally exposed to loud noise levels, cold and/or hot temperatures, toxic/hazardous chemicals, mechanical and/or electrical hazards. Incumbents may be exposed to blood and body fluids rendering First Aid and CPR are required to wear appropriate attire for the recreation activity to which they are assigned. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work a varied schedule of hours, which may include early mornings, evenings, weekends, and holidays, at a variety of City facilities.