



**MARCH 2015  
FLSA: NON-EXEMPT**

## **RECREATION COORDINATOR**

### **DEFINITION**

Under general supervision, plans, organizes, coordinates, and provides direction and oversight for recreation programs and facilities; supervises programs which may include youth and senior citizen programs, aquatics, youth and adult sports, summer programs, special interest classes, and community events; operates recreation and sports facilities, including swimming pool and recreation centers; provides administrative support and program assistance to the Community Services Manager; fosters cooperative working relationships with various public and private groups; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Community Services Manager. Exercises technical and functional supervision over and provides training to staff, contractors, and volunteers.

### **CLASS CHARACTERISTICS**

This is an advanced journey-level class in the recreation services unit that has supervisory, program coordination, administrative, and/or day-to-day operational responsibilities. Incumbents are responsible for supervising, 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 Community Services Manager in that the latter is the full supervisory-level class and has overall department program, budgetary, and administrative responsibility for multiple community services and recreation activities and facilities and comprehensive recreational program.

### **EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)**

*Management reserves the rights 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.*

- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned services and programs; identifies resource needs; recommends and implements policies and procedures, including standard operating procedures for assigned programs and facilities.
- Plans, supervises, coordinates, reviews, and evaluates multiple recreation programs, activities, and/or systems at one or multiple sites; establishes schedules and methods for providing community and recreation services; recommends improvements or modifications.
- Supervises, coordinates, and participates in the day-to-day operations recreation programs and/or facilities.



- Assists in the recruitment and selection of staff and provides recommendations; provides direction, training, orientation, and guidance to assigned staff; prepares weekly and daily schedules; provides input and provides documentation for performance evaluations.
- Orients and trains volunteers, coaches and referees.
- Works with community groups and residents in the development and coordination of recreation programs; oversees and coordinates scheduling of activities, games, and events.
- Monitors contract agreements with service providers; recruits, selects, trains, and supervises contract employees.
- Estimates costs of supplies and materials; orders supplies and materials for projects and activities; maintains records of purchase orders; assists in developing budget figures for specified areas; monitors expenditures and revenues.
- Plans, staffs, supervises, and implements assigned special events.
- Acts as a representative to patrons and residents regarding questions, problems, concerns, and activities in the provision of recreation program operations, activities, and services.
- Participates in ensuring compliance with relevant health, safety, permitting, and licensing laws and guidelines; maintains and updates all records required by Federal, State, and local regulatory agencies including ensuring compliance for insurance and liability coverage.
- Travels to assigned program sites to monitor program activities.
- Monitors the proper and safe use of program facilities by the general public; patrols recreational facilities to ensure adherence to rules and ordinances; interprets and applies policies, procedures, laws, codes, and regulations; assists in education about the enforcement of rules and regulations.
- Creates marketing materials for recreational programs, including developing and preparing brochures, flyers, social media, newspapers, newsletters, and other materials; maintains and updates informational kiosk and websites as needed; speaks to outside groups and organizations about the City's programs.
- Coordinates with facility maintenance crews, as well as reciprocal partner facilities for scheduling and use of facilities.
- Coordinates with other agencies, non-profit organizations, students and volunteers to co-sponsor and/or participate in a variety of special events.
- Assists with fundraising activities and solicits donations and sponsorships.
- Schedules facility use with the public and outside organizations.
- Maintains accurate records of services and activities, including recreation schedules, program participation and analysis, revenues, expenditures, grants, contract programs, accidents, and vandalism.
- Performs other duties as assigned.

### **QUALIFICATIONS**

#### **Knowledge of:**

- Basic principles of employee and volunteer supervision and training.
- Procedures for planning, implementing, and maintaining a variety of recreation and leisure activities and programs.
- Principles and practices of recreation program development, implementation, review, and evaluation.
- Recreational, cultural, age-specific, and social needs of the community.



- Applicable Federal, State, and local laws, regulations, codes, and guidelines related 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 practices of basic public relations techniques.
- Principles and procedures of record keeping, cash handling, and report preparation.
- Business arithmetic and statistical techniques.
- Modern office practices, methods, computer equipment and computer applications.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, city staff and volunteers.

### **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).
- Assist in the development of program and project budgets.
- Read, interpret and record data accurately.
- Organize, prioritize and follow up on work decisions within established guidelines.
- Prepare clear and concise reports, correspondence, and other written materials.
- Operate modern office equipment including computer equipment and software programs.
- 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:*

Possession of an Associate's Degree from an accredited educational institution with major coursework in recreation, education, business or public administration, or a related field and two (2) years of experience with recreation services and recreation program administration. Graduation from an accredited four year college or university is preferred.

**Licenses and Certifications:**

- Valid California class C driver's license.
- American Red Cross First Aid Certificate and CPR Certificate.

**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 may work in the field and are occasionally exposed to loud noise levels, cold and/or hot temperatures, vibration, confining workspace, chemicals, mechanical and/or electrical hazards. 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.