



Established JULY 2016
Revised July 2017
FLSA: NON – EXEMPT

RECREATION COORDINATOR

DEFINITION

Under general supervision, develops, plans, schedules, assigns, and reviews the work of recreation, social services, and cultural and athletic staff responsible for providing operational support to the City's community services programs; program areas include, but are not limited to, youth and adult sports, aquatics, theater groups, special events, child care, senior enrichment programs, senior transportation, senior workshops, centers and day-to-day activities at assigned recreational facilities; identifies resources needed for program development and implementation; assists with program marketing and communication programs; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management staff. Exercises direct supervision over assigned staff, contractors and volunteers.

CLASS CHARACTERISTICS

The Recreation Program Coordinator classification is responsible for supporting recreation, social services, and cultural and athletic program implementation; work is performed at a variety of recreation facility sites, including community centers, playgrounds, parks, pools, child care or senior centers, and other sites. Performance of the work requires the use of limited independence, initiative and discretion within established guidelines. This class is distinguished from the recreation supervisor in that the latter is a full supervisory class that has broader responsibilities for a wider range of programs.

EXAMPLES OF TYPICAL JOB 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.

- Develops, plans, schedules, assigns, and reviews the work of staff responsible for providing operational support to the City's community services programs; program areas include, but are not limited to, gymnastics, aquatics, child care, special events, youth and adult sports, senior programs, community centers and the day-to-day activities at assigned recreational facilities.
- Plans, organizes, assigns, supervises, and reviews the work of assigned staff responsible for program implementation; ensures staff are properly trained in program operations; evaluates employee performance, counsels employees and recommends initial disciplinary action; assists in selection and promotion.
- Trains staff on safety and maintenance for equipment used. May also provide training on techniques required for proper job performance and/or student instruction.
- Ensures the provision of a safe and healthy work and play environment; trains staff in safety measures; observes program activities and staff compliance with safety requirements.
- May register participants, schedule activities and/or provides training, orientation and guidance to program participants.

- Evaluates effectiveness of assigned programs; conducts surveys to identify participant satisfaction with assigned program; evaluates results and makes recommendations on program changes; researches new program ideas to meet the needs of the community.
- Determines and recommends equipment, materials, and staffing needs for program implementation; monitors program and staff time expenditures to ensure they are compliant with the budget provided; works with supervisor if additional resources are needed.
- Receives and responds to public inquiries about program offerings; promotes public awareness of available recreation services; assists the public in program registration; ensures excellent customer service is provided to the public.
- Assists in program marketing and communication in such areas as contributions to the Activity Guide, preparing flyers and brochures and using social media to reach a wide range of community participants.
- Coordinates, collaborates, and acts as program representative with other departments, agencies and external organizations in program and event planning and implementation.
- Assesses the condition of the facility, schedules routine maintenance; ensures participant safety and requests and monitors maintenance work projects for assigned facilities; monitors and controls supplies and equipment; orders supplies and materials as necessary.
- Reviews and evaluates the condition of sports fields and other facilities to ensure that conditions are optimal for safe recreation activities.
- Plans program content on a monthly/periodic basis; prepares regular calendar and reviews with supervisor; prepares and maintains program and event schedules.
- Administers assigned programs in accordance with relevant City, state and federal requirements.
- Establishes and maintains records of activities in areas of responsibility.
- Provides administrative support, such as conducting research, performing special projects, developing reports, assembling materials, composing documents, proofreading, filing, retrieving information, updating databases or compiling statistics.
- May process payments, prepare purchase orders, deposit funds or process invoices, credit card statements, work orders and timesheets.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Philosophy, principles and practices of early childhood education, child development, recreation and community service program development and implementation as determined by program to which the employee is assigned.
- Methods and techniques for planning, implementing, and maintaining a variety of education, recreation and leisure activities and programs for a diverse community.
- Resources available within the community for program implementation.
- Recreational, cultural, age-specific, and social needs of the community.
- Principles and practices of effective customer service.
- Basic principles of budget monitoring.
- Mathematical skills.
- Methods and techniques of communicating program activities including the use of social media.
- Applicable Federal, State and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.

- Methods and techniques of developing and implementing safe work and play practices.
- Principles and procedures of record-keeping and report preparation.
- Modern office practices and methods including computer equipment and software programs relevant to the work performed.
- English usage, spelling, vocabulary, grammar and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, students of various ages and socio-economic groups, vendors, contractors and City staff.

Ability to

- Assist in developing and implementing a variety of recreational, social services, and cultural and athletic programs within assigned area.
- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff, contractors and volunteers.
- Evaluate program effectiveness and recommend changes.
- Source the equipment and materials needed to implement assigned programs.
- Develop and implement safe work and play practices.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State and local policies, procedures, laws and regulations.
- Understand, interpret, and successfully communicate department policies and procedures.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solutions.
- Effectively monitor program budget and expenditures.
- Foster a team environment with program staff.
- Prepare clear and concise reports, correspondence and other written materials.
- Organize own work, set priorities and meet critical time deadlines.
- Effectively communicate, both verbally and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural 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 an accredited four-year college or university with major coursework in recreation administration, physical education or a related field.
- Two (2) years of community program experience related to the area of assignment.

LICENSES AND CERTIFICATIONS

- Possession of a valid California driver's license and a satisfactory driving record.
- Possession of, or ability to meet requirements for, a Child Development Site Supervisor Permit within one (1) year of employment if assigned to Child Care.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. Program assignments may be inside or outside, and may require extended walking,

or standing to observe program activities. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.

Program activities may require sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties; the need to lift, carry and push tools, equipment and supplies weighing on average 25 pounds, and on a more infrequent basis 60 pounds is also required, in all cases with the use of proper equipment; some positions may be required to swim for long periods of time, stand for prolonged periods, or provide spotting for physical activities like advanced gymnastic skills.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees assigned to outdoor activities work in all weather conditions, including exposure to inclement weather conditions and fluctuating temperatures; positions assigned to aquatic programs may be exposed to pool chemicals and related fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.