



Recreation Coordinator

DEFINITION

Under general supervision, assists with the development, coordination, and supervision of City recreation and leisure programs, including youth sports, adult sports, teen programs, senior programs, day camps, contract classes, facilities and special events; assists with the hiring, training, and supervision of hourly and volunteer personnel; performs a variety of administrative functions in support of Division activities; performs all other duties as assigned.

CLASS CHARACTERISTICS

This class is distinguished by its responsibilities in the development, coordination, supervision, and performance of duties pertaining to a specific program area; and assisting higher level staff in one or more City recreation and leisure programs and activities involving children, teens, adults and seniors. Duties are performed under the supervision and direction of higher level staff, but performance of duties requires the use of independence, initiative, and discretion within established guidelines. Technical and functional supervision is exercised over assigned hourly and volunteer personnel. This class is distinguished from the Recreation Supervisor in that the latter has broader responsibilities for a wider range of recreation programs and activities.

EXAMPLES OF DUTIES – duties may include, but are not limited to the following:

- Develops, coordinates, supervises, and participates in the day-to-day activities of an assigned recreation program; including budgeting, staffing, facilities, equipment and supplies.
- Assists with coordination, implementation and supervision in one or more program areas, including youth sports, adult sports, teen programs, senior programs, day camps, contract classes, facilities and special events.
- Assists in recruitment, selection, training and supervision of hourly and volunteer personnel, including planning work, scheduling, providing and coordinating training, overseeing work activities and performance; and making related recommendations.
- Determines and recommends equipment, materials and staffing needs for program implementation; orders supplies and materials as necessary; monitors program and staff time expenditures to ensure they are compliant with the budget provided; works with supervisor if additional resources are needed.
- Assists in promoting programs and activities through news releases, public service announcements, fliers, brochures, social media, email marketing and current website information.

- Evaluates the effectiveness of assigned programs; conducts surveys to identify participant satisfaction with assigned program; evaluates results and makes recommendation on program changes; researches new program ideas to meet the needs of the community.
- Reviews and evaluates the condition of sports fields and other facilities to ensure conditions are optimal for safe recreation activities; requests and monitors maintenance work projects for assigned facilities.
- Establishes and maintains accurate records of activities and participation statistics; ensures completeness and accuracy of a variety of documents, including program registration and waiver forms, accident/incident report forms, and staff time cards.
- Performs administrative support duties for department services and programs, including providing information regarding related policies and procedures; telephone and counter reception; word processing, data entry, report preparation and generation; and processing program registrations and facility rentals.
- Receives and handles cash, makes appropriate change, processes credit cards, and reconciles cash drawers in an accurate and timely manner.
- Performs other related duties as assigned.

REQUIREMENTS

Knowledge of: Basic principles, methods and practices of recreation administration; techniques for officiating events; equipment used and field preparation for team sports; methods and techniques of supervision, scheduling, training and motivation of volunteer, seasonal, part-time and/or contractual staff; basic principles of mathematics; applicable federal, state and local laws, codes and regulations related to assigned recreation projects and programs; principles and practices of effective customer service; modern office methods, practices, procedures, and equipment including computer hardware and software necessary for work functions, including word processing, spreadsheet, desktop publishing and database applications; principles of record keeping; English usage, grammar, spelling, vocabulary, and punctuation; techniques for dealing effectively with those contacted in the course of work, both in person and on the telephone.

Ability to: Assist with the development, coordination, supervision of recreation and leisure service programs; supervise, schedule, train and motivate assigned staff; interpret, explain and apply applicable policies and procedures; keep accurate records and reports; evaluate program effectiveness and recommend changes; source 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 communicate department policies and procedures; effectively monitor program budget and expenditures; organize own work, set priorities and meet critical time deadlines, communicate effectively, both verbally and in writing; establish and maintain effective working relationships with co-workers and the general public.

OTHER REQUIREMENTS

- Must possess a valid California Class C Driver's License.
- Must obtain First Aid and CPR certification within six (6) months of employment.

- Other certificates or licenses specific to functional area of assignment may be required.
- Must be willing and available to work various times of the day, including evenings and weekends.

PHYSICAL REQUIREMENTS

Work is performed in an office and field environment travelling from site to site. Must be able to perform the physical aspects of the job, including sit and stand for periods of time; bend, stoop, kneel, reach, climb, walk and run on uneven surfaces to perform program activities; operate standard office equipment, including a computer; operate a motor vehicle; hearing and speech to communicate in person and over the telephone; lift, push, pull, and carry up to 50 lbs.; interact with a diverse range and ages of people.

EXPERIENCE AND TRAINING

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 the completion of twelfth grade, with some college level course work in recreation administration, physical education or related field; and at least one (1) year increasingly responsible experience in the planning, development and implementation of recreation programs; some lead or supervisory experience is desirable.