

## **RECREATION COORDINATOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in this class. Specifications are not intended to reflect all duties performed with a job.*

### **DEFINITION**

Under general supervision, plans, organizes, coordinates, develops, implements, promotes and evaluates assigned recreation activities and programs and provides lead direction to lower level recreation and staff and volunteers.

### **SUPERVISION RECEIVED AND EXERCISED**

This class typically reports to the Recreation Manager. The Recreation Coordinator is distinguished from Recreation Manager by the broader scope and overall division responsibility of the latter class for the recreation program.

### **EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

- Plan, organize, implement, and lead assigned recreation activities and programs including special events, youth and teen programs, leisure classes, senior citizen, environmental/outdoor recreation and sports.
- Organizes and directs the work of assigned part-time, temporary, contract, and volunteer staff.
- Provide lead direction to staff in assigning and scheduling work.
- Train Recreation Leaders and volunteers in program activities and ensure compliance with safety procedures.
- Evaluates recreation program effectiveness and participation and makes recommendations for improvements or modifications.
- Review work area and ensure it is safe and appropriate for all employees and participants.
- Develop and coordinate program marketing efforts through news releases, posters, flyers, web pages, mailing lists, and other methods.
- Develop program budgets.
- Enhance existing programs and develop new programs.
- Monitor supplies and equipment for assigned programs; maintain adequate supply inventory; ensure equipment is operational and safe; advise supervisor of needed repairs or replacement.
- Provide staff support to specific committee or commission.
- Prepare clear and comprehensive written reports as requested.
- Respond to citizen concerns and requests.
- Attend department meetings as requested.
- Answer the telephone and assist and register customers as needed.
- Perform related duties as assigned.

## **EMPLOYMENT STANDARDS**

### Knowledge of:

- Methods and techniques of implementing programs specific to assigned recreation activities.
- Practices and principles of first aid and CPR lifesaving.
- Practices of training and technical and functional supervision.
- Computer applications related to the recreation field.
- Related marketing, budgetary, organizational, staffing, supervisory, accounting, financial control and auditing principles and techniques of the materials, equipment, methods and practices essential to the operation of an effective recreation program.

## **EMPLOYMENT STANDARDS**

### Ability to:

- Supervise a variety of recreation programs.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Lead, organize, and review the work of staff and volunteers.
- Lead and instruct individuals and groups in recreation activities.
- Elicit community and organizational support for recreation programs.
- Respond to requests and inquiries from the general.

### **Minimum Qualifications:**

#### Experience and/or Education:

Equivalent to graduation from a four-year college with major coursework in recreation, leisure services or a closely related field. Recreation program leadership may be substituted for the education on a year-for-year basis to a maximum of four years.

One year experience in recreation program development and implementation. Prior supervisory experience in the field of recreation and leisure services is highly desirable.

#### Certificate Requirement (must be obtained within first 3 months of employment):

- CPR/First Aid

#### License Requirement:

Possession of a valid California Class C Driver License is required at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

#### Physical Requirements:

Work is performed in a typical outdoor environment on a year-round basis. (1) Mobility: frequent performance of heavy manual labor; frequent standing for long periods of time; frequent bending and squatting. (2) Lifting: frequent lifting up to 50 pounds; occasional lifting up to 75 pounds. (3) Vision: constant use of overall vision. (4) Dexterity: frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking in

person. (6) Emotional/Psychological: frequent coworker contact; occasional working alone. (7) Environmental: frequent exposure to loud noise; frequent exposure to chemicals, fumes, and other environmental substances.

Other Requirements:

Some positions may require evening, weekend, or other shift work.

<b>Classification</b>	<b>Adopted</b>	<b>Revised</b>	<b>Retitled</b>	<b>Class Code</b>	<b>FLSA Designation</b>	<b>Rep Unit</b>
Recreation Coordinator	2015			4608	Non-Exempt	4

APPROVED: \_\_\_\_\_  
Administrative Services Director

Date: \_\_\_\_\_