



Recreation Coordinator

Department/Division:	Parks and Recreation
Reports To:	Recreation Supervisor
Provides Direction To:	Part-time and voluntary staff
Date Updated:	July 13, 2022

GENERAL PURPOSE

Under general supervision, leads part-time and voluntary recreational staff; assists in the planning, scheduling, promotion, and supervision of recreation activities; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

The Recreation Coordinator receives assignments from and reports to the Recreation Supervisor. The Recreation Coordinator is distinguished from part-time recreational positions by its supervisory responsibility over a greater range of employees and recreational positions and its greater knowledge of recreational programs and services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

1. Assists in planning, organizing, promoting, and supervising recreation activities including special events, school-age programs, teen programs, senior programs, youth and adult sports facility and field rentals, contract classes, and aquatics programs.
2. Schedules, trains, supervises, and assists in the evaluation of part-time staff and volunteers; assists in interviewing and selecting part-time personnel.
3. Coordinates and supervises special events, including timely completion of applicable vendor agreements, required permits and other documents, facility use, and processing payments for supplies and admission; purchasing advance materials.
4. Assists in developing policies and procedures for events and programs.
5. Creates flyers, advertising, and social media to promote recreation and community services programs, activities, and special events.

6. Prepares schedules for the production of the quarterly recreation guide.
7. Drafts press releases, prepares publicity, and coordinates marketing and promotion on all social media platforms regarding the City's recreation programs.
8. Evaluates recreation programs and generates ideas for new programs; works with vendors and free-lance professionals.
9. Maintains activity records, prepares staff reports, and public correspondence.
10. Schedules facilities, updates related calendars, and logs and completes appropriate permits for recreation programs and special events.
11. Respond to inquiries by customers by phone, in-person, or email including complaints regarding programs, fees, and refund policies.
12. Administer, monitor, and track expenditures and make all revenue goals established by the Department.
13. Work irregular shifts, evenings, weekends, and holidays as required.

QUALIFICATIONS GUIDELINES

Knowledge of:

Basic theories, principles, and practices in the field of recreation; employee scheduling practices; youth and adult sport leagues, senior programs, aquatic programs, school-age camp programs, facility rentals, and contract classes; age appropriate classroom and behavior management skills; community resources; accounting and purchasing practices; research and report writing methods and techniques; basic project management skills; basic principles of employee supervision and training; word processing, spreadsheets, scheduling applications and Print Shop software; safe work practices.

Ability to:

Communicate clearly and concisely, both orally and in writing; supervise, develop, and evaluate part-time staff and volunteers; work effectively with other City departments, as well as outside groups; understand and carry out oral and written instructions; manage multiple projects, programs, and deadlines; prepare clear, concise and complete documents, reports and correspondence.

Education/Training/Experience:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to high school graduation plus a Bachelor's degree in recreation, business administration, public administration, or a closely related field.

Experience: Two or more years of recreational leadership and program administration experience, including some leadership experience, and preferably involving aquatics, youth and teen, and sports programs.

Licenses/Certificates/Special Requirements:

Valid Class C California driver's license, acceptable driving record, and proof of insurance in compliance with the City's Vehicle Insurance Policy standards.

CPR and first aid certification and lifeguard management course as required for the position assignment.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to stand, sit, walk, talk or hear, both in person and by telephone; use hands to finger, handle, feel, or operate standard office equipment; and reach with hands and arms. The employee frequently walks and stands, and occasionally lifts and carries records and documents that weigh 20 pounds or less.

Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information, and documents; analyze and solve complex problems; use math and mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions; and interact with officials and the public.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works in both field and office settings where the noise levels are quiet to moderately loud, although normally under 85 decibels.