RECREATION COORDINATOR

DEFINITION

Under general supervision, plans, develops, supervises, and evaluates diversified community recreational programs and facilities, such as sports, contract recreation classes, aquatics, and/or community services; supervises recreation or community services activities with facility managers; works with volunteers; performs administrative work in recreation programming; trains and supervises full-time, temporary and part-time staff; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This is the journey-level class in the Recreation series. Incumbent is fully competent to perform a wide range of para-professional recreational coordination duties. Incumbent should have knowledge of departmental policies and operations and apply discretion in using this knowledge in the performance of tasks. Instructions are generally given only upon request, and originality of thinking is required in interpreting and applying policies and precedents to unusual situations. Work is subject to continuing review in progress and upon completion. As experience is gained, more responsible work assignments and less supervision is given. A Recreation Coordinator differs from a Senior Recreation Leader in the skill level and complexity of tasks performed, the higher degree of accountability, the latitude for independent judgment and initiative, and the freedom in the decision making process. The next higher class of Superintendent of Recreation differs from this class in that the Superintendent of Recreation performs more varied, responsible, and diverse assignments administering all phases of the recreation function and provides supervision to assigned staff. The Recreation Coordinator is responsible for full implementation and effectiveness of an entire program and reports to either the Superintendent of Recreation or the Director of Parks, Recreation, and Community Services.

TYPICAL TASKS

Plans, develops, and organizes community-wide recreation programs; evaluates effectiveness of current and new programs; conducts studies on the recreational needs of the community, facility usage, and community services; develops recreational programs and activities of interest to the public; assists in the interview process and makes recommendations for hiring of new personnel; supervises, trains, evaluates, and schedules subordinate personnel; assumes supervisory responsibility for major recreational programs such as aquatics, adult and youth sports, special-interest classes, cultural activities, programs for the handicapped, teen activities, and senior citizens programs; responsible for budget preparation, presentation and control; prepares staff reports and recommendations as required; oversees and prepares a variety of activity guides and related publications, including press releases; oversees coordination of recreation programs and provides recommendations for improvement; organizes and participates in a public relations and public information program; meets with interest groups and others to discuss recreation

programs and facilities; oversees collection and reporting of funds in fee-paid programs; attends staff meetings as required; maintains records and files; orders supplies and materials as required; performs related duties as assigned.

EMPLOYMENT STANDARDS

Training & Experience - Two years of college-level courses in community recreation or related field, and two years of progressively responsible experience in community recreation. One year of supervisor- or coordinator-level experience may substitute for one year of the required education. Must possess the willingness to work an irregular schedule in order to meet the recreational needs of the community, including evenings, weekends and holidays.

Knowledge & Abilities - **Knowledge of:** the principles and practices of planning and directing recreational programs; municipal budgeting and purchasing procedures; principles and techniques of community recreation; water safety, first aid and CPR; the principles of community organization; administrative techniques, including the principles of organization and budgeting; modern office methods, practices, procedures, and equipment; and elements of proper English usage, vocabulary, spelling, punctuation and grammar. **Ability to:** perform difficult and responsible administrative duties involving the use of independent judgment, discretion, and confidentiality; effectively present instructions and information, in writing and orally, to the general public, outside agencies, and fellow employees; prioritize and schedule workload to ensure completion when faced with deadlines or emergencies; establish and maintain cooperative and effective work relationships with supervisors, fellow employees and the general public; gain, hold, and maintain the support, confidence, and enthusiasm of parents, leaders, and participants; train, supervise, and evaluate subordinates; and preserve the safety of participants and employees through training.

Licenses & Certificates - Possession of a valid Class "C" California driver's license.

WORKING CONDITIONS

Work is performed in both an office and field environment in close proximity to other workers. Incumbent shall be exposed to those conditions normally encountered in a business office environment. Physical demands are light, consisting primarily of sitting, standing, and walking. Incumbent must be able to communicate verbally and in written form with great facility and must be able to be understood. Incumbent will be required to respond to emergencies after regular working hours and on weekends and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying hours.

APPROVED: Diane M. Ramirez — DIRECTOR OF HUMAN RESOURCES; James L. Cox — CITY MANAGER

DATE REVISED: March, 1994