



RECREATION COORDINATOR

FLSA Status: Non-exempt

Adopted: February 2004

Revised: November 2006, January 2008, December 2009, February 2011, October 2011, November 2012, November 2013, January 2014, October 2016, November 2017

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

GENERAL DEFINITION

Under general supervision of the Recreation Manager, the Recreation Coordinator is responsible for planning, organizing and supervising program specific aspects of the recreation function. The Recreation Coordinator assists the Recreation Manager in the Town's daily recreation programming, including supervision of part-time staff, facility scheduling, maintenance of equipment, games & supplies; management of Recreation Center facilities in the absence of the Recreation Manager; and related work as required. Incumbents are normally expected to solve most work problems independently and to refer to supervisor only those matters which involve policy decisions, technical questions and unusual problems, but do not have independent purchasing authority.

DISTINGUISHING CHARACTERISTICS

The Recreation Coordinator works under the general direction and guidance of the Recreation Manager. The Recreation Coordinator exercises daily supervision over part-time recreation support staff. May recruit and hire subordinate Facility Attendants, Recreation Leaders and Contract Instructors. The Recreation Coordinator serves on the Town's website committee and maintains and updates the website on a regular basis.

TYPICAL DUTIES AND RESPONSIBILITIES

Duties may include, but are not limited to:

- Plans, coordinates and implements recreational activities in specific program areas, and special events
- Conducts classes and activities
- Supervises part-time, per diem and temporary staff
- Supervises and coordinates the activities and events of a special program area
- Organizes and directs recreational activities for children, adults, senior citizens and the disabled at playgrounds, parks, community centers and other recreational areas
- Plans and designs programs and instructional classes with assistance of supervisor
- Maintains discipline and encourages observance of required safety precautions
- Maintains records of participation, supplies and equipment
- Maintains social media websites

- Issues and ensures the return of recreation equipment
- Coordinates Facility Rentals with residents and part-time staff
- Collects and accounts for program and facility rental fees
- Prepares quarterly Recreation Guide
- Prepares publicity releases and related marketing and promotional materials for specific programs and Town wide events
- Provides information to other departments and the public relating to program activities
- Recruits, screens, recommends for employment part-time, per diem, and temporary staff and volunteers
- Assists in the evaluation of part-time, per diem and temporary staff and volunteers
- Supervises and trains part-time, per diem, temporary employees, contractual staff and volunteers
- Conducts program orientation meetings on departmental policy, procedures and rules
- Assists in preparing budget materials
- Prepares reports and correspondence
- Reports injuries and accidents
- Responds appropriately to emergencies including the application of basic first aid
- Exhibits and encourages behavior that is consistent with the Town's risk management program and decreases risk of accident or injury to self, employees, residents, visitors and their property
- Performs other duties as assigned

QUALIFICATIONS

Knowledge of:

- Modern Office Technology
- Principles and practices of customer service
- Recreation philosophy, planning and administration
- Operations and techniques used in comprehensive community recreational programming for various target age groups
- Personnel management including hiring, supervising and evaluating part-time staff
- Departmental and program budget development and monitoring
- Computer use, including spreadsheet, word processing, and graphic presentation software
- Office methods and procedures
- Methods and techniques of administrative analysis
- First Aid practices
- Town and department policies and procedures

Ability to:

- Represent the Town in a positive manner
- Establish, maintain and foster cooperative working relations with others from diverse backgrounds, including elected officials, co-workers and the public effectively and with courtesy, in person, via e-mail and over the phone
- Follow written and oral instructions and procedures
- Communicate effectively, both orally and in writing, by using proper English grammar, spelling and punctuation
- Maintain sound recreation procedures and records
- Explain recreation policies and procedures
- Conceive and effectively propose solutions to problems

- Read, comprehend and interpret rules and regulations regarding governmental operations
- Follow financial procedures
- Work flexible schedule including evenings and weekends
- Listen to and objectively consider ideas and suggestions from others
- Keep commitments
- Keep others informed of work progress, timetables, and issues
- Address problems and issues constructively to find mutually acceptable and practical business solutions
- Work independently

Education and Experience:

- Education: Requires possession of a Bachelor's degree in Recreation Administration, Leisure Services, Public Administration or a closely related field.
- Experience: Two years of progressively responsible recreation experience.

License and Certificate

Must possess and maintain a valid California Driver's License.
CPR/First Aid certificates required or obtained within 60 days of hire.

SPECIAL REQUIREMENTS

These functions may be performed with or without reasonable accommodation:

- Speak clearly and understandably
- Review reports and correspondence quickly and accurately
- Report to work at any hour of day or night as required by disaster or other emergency situation
- Use dexterity and vision necessary to operate computer equipment with a high degree of productivity
- Intermittently twist to reach equipment in their work area
- Perform simple grasping and fine manipulation
- Operate basic office equipment (i.e. telephone, copier, calculator, etc.)
- Oversee, manage and participate in strenuous physical activities, such as leading tours, demonstrating proper exercise techniques and managing children in playground activities
- Set up, move and take down recreational and facility equipment – Lift 50 pounds
- Lead, teach, demonstrate and officiate activities such as games, special events, trips, tours, arts and crafts activities, dances and hikes for a variety of age groups
- Speak, read and understand the English language sufficiently to successfully receive/provide information to/from the public, co-workers, supervisors, etc.
- Attend and participate in weekend and evening activities as assigned
- Draft reports and correspondence quickly and accurately
- Demonstrate confidentiality
- Perform all duties on the job description except those determined to be incidental