

**City of San Rafael
Job Class Specification**

Job Title: Program Coordinator

SUMMARY

Under general supervision of a Recreation Supervisor, performs planning, coordination and supervision of recreation programs, events and activities, including planning, scheduling and implementing recreational activities in a specific program area; recruits, coordinates and supervises the activities of regular, temporary and volunteer staff; prepares program budgets and monitors expenditures; administers the rental, scheduling, use and maintenance of major recreation facilities; and performs related work as required. Program Coordinators are expected to exercise judgment and initiative in their management of an assigned center or specialized program which include youth programs, aquatics, sports, and seniors. Program Coordinators are assigned to one or more of the above divisions in the Community Services Department. The basic job duties of a Program Coordinator are similar in nature yet vary according to the assigned division.

ESSENTIAL AND IMPORTANT DUTIES: (Duties are illustrative and not all inclusive and may vary with individual assignment.)

- Provides direction to and supervises regular, temporary and volunteer staff, including selecting, monitoring, training, scheduling and determining work loads; assists with hiring, disciplinary and evaluation processes.
- Assists in the development, recommendation and implementation of goals, objectives, policies, procedures and work standards for the assigned department division(s).
- Participates in the preparation and administration of an assigned recreation center or specialized recreation program budget.
- Plans, evaluates and coordinates programs, classes, athletic activities and special events, including scheduling facilities, ensuring facilities are set up, scheduling trips and hiring coaches.
- Monitors the day-to-day operations of programs and events, including making site visits, handling and resolving complaints not requiring the attention of a supervisor and ensuring that programs and events have required materials and supplies.
- Formulates and organizes program plans and schedules for seasonal and year-round activities such as athletic leagues, aquatics programs, special events and day and summer camps.
- Acts as liaison and representative with a variety of advisory boards, commissions, community groups, law enforcement agencies, schools and councils.
- Creates program flyers, brochures, catalogs and newsletters, including determining content, layout, materials and distribution methods; prepares activity and operating reports.
- Enforces safety and operating procedures and provides for maintenance needs including compliance with health and safety codes and building codes.
- Books facility rentals for customers; attends to facility users needs, including permits and equipment; prints weekly event schedule and ensures that all setups are done, manages facility budget, including maintenance and supplies.
- Performs other duties of a similar nature or level.

KNOWLEDGE OF:

- Good customer service techniques;
- Principles and techniques of directing group, social and recreational activities;
- Principles and practices of managing recreational programs for community parks, community centers, youth and senior centers, aquatic centers and/or athletic facilities;
- Recreation site management, including operations and maintenance;
- Techniques of effective supervision; and
- Financial record keeping practices as applied to recreation programs.

SKILL IN:

- Coordinating and scheduling the work of temporary and volunteer staff;
- Coordinating and scheduling programs, events and activities;
- Inventorying and ordering supplies, equipment and materials;
- Interpreting and enforcing policies and procedures;
- Maintaining files and monitoring and tracking fees and payments;
- Developing interpersonal relationships with a variety of users and sponsors;
- Using computers and related software;
- Communication to interact effectively with co-workers, supervisors, subordinates, volunteers and the general public sufficient to convey information and to receive work direction.

EDUCATION and/or EXPERIENCE:

Equivalent to graduation from a four-year college or university with major coursework in recreation administration, physical education, leisure services or a related field and two years full-time or its equivalent of recreation experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as listed above.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must possess and maintain a valid California class C driver's license and a satisfactory driving record.

PHYSICAL DEMANDS:

Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer, and to attend meetings at various sites within and away from the City, and have availability to work off-hours shifts or events as required; strength to lift and carry materials weighing to 40 pounds; mobility to lead groups in activities involving steep or rough terrain; ability to work outdoors in a variety of weather and temperature conditions; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to video display. The employee is frequently exposed to outdoor weather conditions and frequently works in evenings or weekends and inside environmental conditions. The employee is occasionally exposed to moving mechanical parts and occasionally works with use of a personal vehicle. The noise level in the work environment is usually loud.

FLSA Status: Nonexempt
Prepared By: Leslie Loomis and Bill Scharf
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