



Recreation Coordinator

Summary

Plan, organize, and supervise City recreation programs and services; plan, organize, and implement specialized recreation social/cultural, special events, social services, and sports/athletics programs.

Class Characteristics

General direction is provided by a higher-level supervisor or manager; responsibilities may include direct or indirect supervision of lower level professional, technical, and clerical personnel.

This is a professional/supervisory class, responsible for coordinating and supervising a variety of assigned departmental programs involving youth, teens, and adults; positions may be assigned to social/cultural or sports/athletic program areas. This class is distinguished from Recreation Supervisor in that the latter has responsibility for planning and directing all City recreation and related programs, activity, and facility use.

Essential Duties, Skills, and Demands of the Position

The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Duties:

Plan, organize, schedule, coordinate, and direct assigned City recreation programs and/or recreation facilities and staff; assist in the development and implementation of goals, objectives, policies, procedures, and work standards in areas of responsibility; participate in interviewing, hiring, and supervising contract employees and part-time recreation staff; provide for staff training and professional development.

Make recommendations regarding matters of general policy and budget; prepare detailed budget requests for the staff, equipment, and materials for projected activities; provide technical assistance to staff; inspect and evaluate work being performed; identify problem areas and direct remedial actions to be taken; direct the selection, supervision, and work evaluation of assigned staff.

Prepare and maintain statistical and other records and reports related to departmental programs and projects; respond to inquiries and complaints related to departmental programs and activities.

Organize, schedule, and coordinate youth and adult athletic leagues and tournaments; direct aquatics programs and facility use; organize and supervise programs and activities at a variety of locations in the City; evaluate recreation program effectiveness and participation and make recommendations for improvement or modification; supervise and inspect recreation areas and facilities to ensure proper and safe use of equipment.

Oversee, process, and manage sports field rentals; enforce and regulate field use policies and facility rules; process field rental requests and payments; issue field use permits.

Create marketing and promotional materials such as flyers, posters, banners, and newsletters; update and oversee social media platforms with information on the City's recreation program and events.

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Participate in long-term planning to assess future recreation needs; research new operational techniques, methods, and equipment; make recommendations for purchase or implementation.

Coordinate recreation programs and activities with those of other City departments and outside agencies.

Work with community groups in the planning and implementation of department programs; promote City recreation programs in the community; seek sponsorships for major special events.

Monitor contract agreements with service providers.

Act as City staff liaison to the City Museum Association, Youth Advisory Commission, Senior Advisory Committee, and other boards and committees.

Perform related duties as assigned.

Skills/Abilities:

Plan, direct, assign, and review the work of others, including volunteer staff.

Train staff and volunteers.

Analyze administrative problems, evaluate alternatives, and recommend or adopt effective courses of action.

Implement goals, objectives, policies, procedures, and work standards for assigned department programs and facilities.

Promote and enforce safe work practices and ensure facility and equipment safety.

Prepare clear and concise reports, correspondence, and other written materials.

Make effective presentations of department programs and activities to internal staff, community groups, and the general public.

Create basic marketing materials, such as flyers, posters, and banners.

Exercise independent judgment and initiative within general policy guidelines.

Prioritize and organize various on-going tasks.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of the work.

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, use hands to finger, handle, or feel, and talk or hear. The employee frequently is required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move weight up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to fumes or airborne particles. The employee occasionally works with use of vehicle. The noise level in the work environment is usually moderate.

Qualifications

Knowledge of:

Theories, principles, methods, materials, and equipment used in municipal recreation.

Basic rules and fundamentals of team sports.

City recreation facilities and parks, including their basic features and amenities.

Principles and practices of recreation program supervision pertaining to area of assignment.

Basic budgetary principles and practices.

Basic supervisory principles and practices.

Safety practices and procedures relating to the work.

Computer applications related to the work.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Education and Experience

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education:

A Bachelor's degree from an accredited college or university with major course work in recreation, physical education, or a related field.

Experience:

Recreation program leadership may be substituted for the education on a year for year basis to a maximum of two years.

Certifications/Licenses:

Possession of a valid California Class C driver's license.

Established: 03/90

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