



Department:	Comm. Svcs./Recreation
Bargaining Unit:	SEIU
Salary Range:	E-28
Last Revision:	August 2008

RECREATION COORDINATOR

DEFINITION

Under the direct supervision of the Recreation Supervisor, to plan, organize, coordinate and direct assigned activities and operations of the Recreation Division within the Community Services Department; to coordinate assigned activities with other divisions, outside agencies, and the general public; and to provide staff assistance to the Recreation Supervisor and Development Director.

SUPERVISION EXERCISED

May exercise direct supervision over seasonal, part-time and contract staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Coordinate the organization, staffing, and operational activities for the recreational programs and activities which provide a varied and complete program of leisure services that meet the needs of the community including youth and adult sports, special interest classes, special events, aquatics, playground, special populations and other community programs and recreation facilities maintenance and operations.

Participate in the development and implementation of goals, objectives, policies, and priorities for recreation programs and activities; identify resource needs; recommend and implement policies and procedures.

Participate in the selection, training, motivation, and evaluation of assigned personnel; provide or coordinate staff training; work with seasonal or temporary employees to correct deficiencies; implement discipline and termination procedures.

Coordinate, and review the work plan for providing recreation services and activities; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods, and procedures.

Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.

Assist in preparation and monitoring of program budgets.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Assist in coordinating assigned services and activities with those of other divisions and outside agencies and organizations.

Assist in recreational facilities operations and maintenance; coordinate scheduling of facilities with schools and the County; set up equipment for programs.

Provide staff assistance to the Recreation Supervisor and Community Services Director.

Maintain records and prepare reports and promotional materials.

Prepare requests for bids; compile price quotations; purchase necessary equipment and supplies.

Respond to and resolve difficult inquiries and complaints.

Establishes, maintains and promotes effective communication and positive working relationships with other department City and County staff, members of the public, community groups and school district personnel.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of recreation and leisure programming and administration.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics, services, and activities of a municipal recreation program.

Modern principles and practices of recreation program development and implementation.

Basic principles of municipal budget preparation and control.

Principles of supervision, training, and performance evaluation.

Pertinent Federal, State, and local laws, codes, and regulations.

Modern office practices, methods, and computer equipment.

Safety practices.

Knowledge of:

Age appropriate recreational activities.

Principles of business letter writing and basic report preparation.

Principles and procedures of record keeping and reporting.

Techniques used in public relations.

Environmental and safety practices, procedures and standards.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment and specialized recreation management systems.

Operate a motor vehicle safely.

Ability to:

Select, supervise, train, and evaluate seasonal and contract staff.

Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

Organize and implement recreation programs suited to the changing needs of the community.

Elicit community and organizational support for recreation programs.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.

Prepare and maintain accurate and complete records.

Prepare clear and concise reports.

Research, collect, compile, and analyze information and statistical data.

Ability to:

Monitor and develop recommendations for budget preparation.

Respond to requests and inquiries from the general public.

Learn and adapt to changing priorities and multiple demands.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

One (1) year of responsible recreation program development and implementation experience.

Training:

Bachelor's degree from an accredited college or university with major course work in recreation administration, leisure studies or a related field.

Additional years of related experience may be substituted for up to two (2) years of the required education with one (1) additional year of experience equaling one (1) year of the required education.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of, or ability to obtain, certification in First Aid and CPR is desirable.

Special Requirements:

Ability to pass a Department of Justice criminal records check for employment.

Special Requirements:

Ability to work unusual hours including nights, weekends, and holidays to meet the recreational needs of the general public.

Bilingual (English/Spanish) skills are desirable.

Essential duties require the following physical skills and work environment: ability to work in a standard office environment with the ability to sit, stand, walk, run, kneel, crouch, and lift 50 lbs.; exposure to the outdoors; ability to travel to different sites and locations.

Effective Date: August 2008