



May 2007
FLSA: NON-EXEMPT

RECREATION COORDINATOR

DEFINITION

Under general direction, plans, directs, administers, and supervises one or more major recreation program areas; supervises programs which may include youth programs, aquatics, youth sports, adult sports, summer programs, after-school programs, special interest classes, special events, and training; operates and supervises recreation and sports facilities, including athletic fields, swimming pool, tennis courts, recreation centers, and parks on a seasonal or year-round basis; provides administrative support and assistance to the Community Services Manager in areas of expertise; fosters cooperative working relationships with various public and private groups; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Community Services Manager. Exercises general and direct supervision over Recreation Assistants, Recreation Leaders, Pool Manager, and/or Lifeguards, as well as contract workers and/or volunteers.

CLASS CHARACTERISTICS

This is the first supervisory-level class in the recreation series with program development, administrative, and/or day-to-day operational responsibilities of one or more major programs within the Recreation Division. Specific responsibilities may vary, depending upon the site, programs, or projects to which assigned; however, all assignments require a comprehensive knowledge of the development and provision of recreation services, the ability to organize and oversee the work of staff and/or volunteers, and the ability to execute various administrative responsibilities. This class is distinguished from the Recreation Supervisor in that the latter assumes broader responsibilities requiring a higher level of comprehensive knowledge of and more experience in the development and provision of recreation services, the ability to organize and oversee the work of staff and/or volunteers, and the ability to execute significant administrative responsibilities.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, supervises, and reviews the work of full-time, part-time, seasonal and temporary employees, contract positions, and volunteers assigned to a recreation program and related facilities and sites.
- Trains staff in work and safety procedures and in the operation and use of equipment and materials; implements procedures and standards.

- Monitors operations and activities of one or more recreation programs; recommends improvements and modifications and prepares various reports.
- Determines and recommends equipment, materials, and staffing needs for assigned recreation programs; participates in the annual budget preparation; prepares detailed cost estimates with appropriate justifications, as required; maintains a variety of records and prepares routine reports of work performance.
- Monitors and controls supplies, materials, and equipment; orders supplies and materials as necessary; reviews and approves all requests of expenditures by assigned staff; prepares documents for equipment procurement; participates in informal bid processes for maintenance and repair of facilities and equipment, as necessary.
- Plans, organizes, and supervises on or more recreation programs within a major recreational area, such as youth programs, aquatics, youth sports, adult sports, summer programs, after-school programs, special interest classes, special events, and training.
- Develops, implements, and monitors goals, objectives, policies, and priorities for designated program areas reflective of the community's needs and the Town's and Division's overall goals, policies, and ordinances, and in compliance with applicable Federal, State, and local rules, regulations, and guidelines.
- Designs and implements new and modified programs and projects within designated program area based on analyses and assessment of the community's recreational needs and priorities; develops program objectives, designs plan of action, projects resource needs and requirements, and schedules times and facilities.
- Communicates with participants on an on-going basis; holds and facilitates meetings and team assignments; produces or assists in producing flyers, calendars, newsletters, and other promotional materials to inform the community of programs and upcoming events.
- Acts as a liaison to local residents, governmental agencies, community groups, private businesses, and others concerning questions, problems, concerns, and activities in the provision of recreation programs.
- Works with community groups and residents in the development and coordination of programs; oversees and coordinates scheduling of activities, games, classes, and events.
- Provides input to the Recreation Division's annual budget by preparing resource, revenue, and expenditure projections for designated program areas; administers and monitors assigned budget monies; tracks and analyzes revenues and expenditures on an ongoing basis and recommends budget adjustments as necessary.
- Oversees the design and preparation of a variety of publicity/informational strategies and materials; reviews special announcements and informational bulletins developed by subordinate staff; disseminates through appropriate channels to targeted community members.
- Assists in developing, monitoring, and tracking sponsorships and partner opportunities; maintains contacts and negotiates with vendors; may conduct fundraising events.
- Coordinates special events activities with other Town departments, divisions, outside agencies, and service providers; serves as the Recreation Division's staff liaison to various Town commissions and community groups as assigned.
- Plans, coordinates, and supervises the collection of data regarding the effectiveness of current programs as well as the community's future needs; conducts comprehensive analyses for planning and developmental purposes.
- Attends meetings, workshops, and conferences as required; makes presentations and provides information regarding assigned program areas/special projects and the Town's recreational services upon request.
- Coordinates and participates in a variety of program operations and facility maintenance activities, as well as facility rentals and usage.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee and volunteer supervision, including work planning, assignment, direction, review, and training.
- Principles and practices of recreational program administration, including program development, implementation, review, and evaluation, budgeting, purchasing, and personnel management; service delivery needs related to the program area(s) to which assigned.
- Procedures for planning, implementing, and maintaining a variety of recreation and leisure activities and programs through community participation.
- Recreational, age-specific, cultural, and social needs of the community.
- Applicable Federal, State, and local laws, codes, and regulations related to designated program area(s).
- Recent and on-going developments, current literature, and sources of information related to community program planning and administration.
- Safety principles and practices, including basic first aid and health/hygiene.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors, and Town staff, in person and over the telephone.
- Techniques for effectively representing the Town in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service to public and Town staff, in person and over the telephone.

Ability to:

- Plan, supervise, coordinate, review, and evaluate recreation programs.
- Supervise, select, train, motivate, and evaluate the work of staff and volunteers.
- Interpret, apply, and explain applicable Federal, State, and local policies, procedures, laws, and regulations related to designated program area(s).
- Apply Town policies, procedures, and organizational priorities related to various recreational programs as needed.
- Determine, plan, coordinate, and implement a variety of recreational programs and/or other recreational programs suited to the needs of the community.
- Analyze situations and identify pertinent problems/issues; collect relevant information; evaluate realistic options; and recommend/implement appropriate course of action.
- Respond to medical emergencies and injuries in a calm and effective manner, including providing basic first aid and/or adult and child cardiopulmonary resuscitation.
- Effectively conduct meetings and make presentations to various groups.
- Maintain facilities and equipment in a clean, safe, and secure manner.
- Prepare clear and concise reports, correspondence, and other written materials.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.

- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Education and Experience:

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

Equivalent to graduation from an accredited four-year college or university with major coursework in recreation administration, child development, liberal studies, physical education, public administration, or a closely related field, and two (2) years of progressively responsible experience directing and supervising significant recreational programs and activities, including supervising staff and other administrative functions. Additional related experience can be substituted for the required education on a year-for-year basis, up to a maximum of two (2) years.

License:

- Valid California class C driver's license with satisfactory driving record and automobile insurance.
- Standard First Aid Certificate issued by the American Red Cross.
- CPR Certification.
- Completion of course in Penal Code 832, Arrest, Search and Seizure.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office and/or recreational facility setting and use standard office and/or recreation equipment, including a computer; to operate a motor vehicle, and to visit various Town and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard. or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, reach, climb, and walk on uneven surfaces to participate in recreational activities; and push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Certain positions within this classification may work outdoors and may be exposed to inclement weather conditions and hot and cold temperatures. Incumbents may be exposed to blood and body fluids rendering First Aid and CPR and are required to wear appropriate attire for the recreation activity to which they are assigned. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.