

Recreation Coordinator

*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.*

SUMMARY DESCRIPTION

Under general supervision of the Recreation Superintendent, plans, organizes, and coordinates the delivery of assigned recreation and leisure service programs, activities, and/or classes for the Recreation Division of the Public Services Department; provides administrative and technical support in the delivery of recreation and leisure services programs; and provides information and assistance to customers.

IDENTIFYING CHARACTERISTICS

The Recreation Coordinator is an entry-level professional recreation classification responsible for planning, organizing, and coordinating the delivery of assigned recreation and leisure services programs, activities, and/or classes within the Public Services Department's Recreation Division. Positions at this level usually either have formalized training related to the assigned industry/technical field with limited directly related work experience or have significant directly related work experience. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the Recreation Supervisor level and exercise less independent discretion and judgment in matters related to work procedures and methods.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Plans, organizes, coordinates, and delivers assigned recreation program, activity, or class.
2. Promotes assigned recreation program, activity or class; develops and prepares program event and facility marketing and promotional material including news releases, flyers, schedules of events, pamphlets and brochures.
3. Participates in the recruitment, selection, and training of seasonal employees, officials, contractors, and volunteers.
4. Assists in the coordination and procurement of facilities for program delivery.
5. Assists with the receipt and reconciliation of program/facility user fees.
6. Coordinates with schools and community groups in coordinating program development.
7. Monitors and evaluates effectiveness of programs; recommends and implements modifications to systems and procedures.
8. Maintains records and develops reports concerning new or ongoing programs or classes and program and class effectiveness.
9. Makes recommendations on program needs/budgets.
10. Assists in the coordination of program registration practices; assists in the coordination of

the City-wide software registration program; enters program data and assists in implementation and operation of department information technology applications.

11. Performs a variety of clerical and administrative duties in support of the Public Services Department including answering the phones, providing customer service, registering program participants, operating office equipment, preparing reports/correspondence, and providing general information to the public regarding various programs and operations.
12. May open, close, and/or set-up facilities for scheduled functions.
13. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. Operations and services of assigned recreation programs, activities, or classes.
2. Principles and practices of recreation and leisure services program development.
3. Methods and techniques of planning, organizing, implementing, and directing assigned leisure and recreation program, activity, or class.
4. Procedures for implementing recreational activities and programs through community participation.
5. Recreational, cultural, and social needs of the community.
6. Basic principles and practices of employee selection, training, supervision, and evaluation.
7. Basic methodology of organizing groups, programs, and services in the recreation program area. Basic principles of budget development and administration including expenditure control principles.
8. Methods and techniques utilized in advertising and public information.
9. Rules and equipment used in assigned recreation program area.
10. Methods and techniques of first aid and CPR.
11. Appropriate safety precautions and procedures within the area of assignment.
12. Principles and practices of record keeping.
13. Modern office procedures, methods, and equipment including computers and supporting software applications.
14. Pertinent federal, state and local laws, codes and regulations.

Ability to:

1. Develop, coordinate, organize, and conduct assigned recreation programs, activities, events, or classes in assigned area.

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2. Promote programs or classes in assigned recreation area.
3. Prepare publicity concerning new or ongoing recreation offerings.
4. Assess community needs.
5. Understand community needs in a variety of recreation areas and evaluate activities according to those needs.
6. Identify methods to maximize service effectiveness and efficiency.
7. Elicit community and organizational support for assigned recreation program or classes.
8. Respond to emergency situations and administer first aid and CPR as necessary.
9. Responds to requests and inquiries from the general public.
10. Interpret and explain City policies and procedures.
11. Understand and carry out oral and written instructions.
12. Prepare schedules and reports.
13. Supervise the scheduling, registration, and receipt/reconciliation of fees for large program activities.
14. Demonstrate excellent customer relation skills.
15. Communicate clearly and concisely, both orally and in writing.
16. Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in recreation, leisure studies, physical education, public administration, or a related field. A Bachelor's degree is desirable.

Experience:

Two years of increasingly responsible experience working in a recreation or leisure services program area.

License or Certificate:

Possession of, or ability to obtain by date of appointment, an appropriate driver's license. Possession of a certification in standard first aid and cardiopulmonary resuscitation is desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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The conditions herein 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 disabilities to perform the essential job functions.

Environment:

Work is performed in a standard office environment and at indoor and outdoor recreational facilities; travel to different locations; incumbents may be exposed to inclement weather conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces; incumbents may be required to work extended hours including evenings and weekends.

Physical:

Primary functions require sufficient physical ability and mobility to work in an office recreation facility setting; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information. Some program assignments may involve swimming, running, or other physical activities.

Vision:

See in the normal visual range with or without correction.

Hearing:

Hear in the normal audio range with or without correction.

Date Established:

Date Revised: April 8, 2003

Date Revised: June, 2004

Johnson & Associates