



RECREATION/FACILITIES COORDINATOR

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under administrative direction of the Recreation/Facilities Manager, the Recreation Coordinator, assists with planning, implementing and supervising the day-to-day operations of recreation programs and the operations and rental of City facilities; works together with other departments, outside agencies, and contractors. Typical activities may include assisting with the development of recreation programs, implementing recreation programs, assisting with the submission of recreation guide information and internet content, assisting with identifying and contracting with recreation program providers, being present at City-hosted programs and events, renting City facilities for recreation or other purposes, and regular inspection of City facilities to ensure proper maintenance and to identify maintenance needs. Assists with the hiring, training, and supervision of interns and volunteers. Performs other duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Recreation Coordinator**, in collaboration with the Recreation Manager, is responsible for implementing and monitoring the day-to-day operations of a recreation program and the operations and rental of City facilities; coordinates activities with other departments, outside agencies, and contractors, and ideally will have experience in all of these areas.

SUPERVISION RECEIVED/EXERCISED:

Receives supervision and direction from the Recreation Manager. Assists in the supervision of seasonal staff (if any), interns, and volunteers.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Assists with the development, implementation, and supervision of the day-to-day operation of the City's recreation program; purchases supplies for assigned programs.
- Assists with the management of the City facility operations and rentals, including regular review of the cleanliness and state of maintenance. Facility operational duties include), weekly inspections of all facilities, reviewing and recommending repairs or facility improvements to be implemented by Public Works. Rental duties include, working with the public, the City, or other organizations on promoting and renting City facilities, providing guidance to renters, assisting with required forms, and ensuring timely cleaning and post event inspection of facilities.

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- Responds to public inquiries about programs made by telephone or correspondence; helps develop a volunteer base; promotes public awareness of available activities through the recreation guide, City website, media, newspapers, and flyers; maintains contact with individual community members and various community groups.
- Maintains records and reports on activities, attendance, and other pertinent information for recreation programs and activities; recommends, assists with the development and implementation or contracts for new programs; reviews and evaluates current programs and provides recommendations to the Recreation Manager.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.
- Assists with the supervision and monitoring of committees, volunteers, interns, and other assigned staff (if any). Analyzes community needs, and adjusts programs to meet the needs of the community.
- Coordinates with contract instructors for various classes or programs.
- Acts as backup in the absence of the Recreation Manager
- Performs other duties as assigned.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of: Principles, practices and philosophies for administering recreation programs; community leisure and recreational needs and programs; management and operation of recreation facilities and equipment; methods and techniques of recruiting and supervising volunteers, committees, interns, and other staff; basic principles of mathematics; applicable federal, state and local laws, codes, and regulations; legal liabilities and responsibilities for recreation staff; methods and techniques of scheduling work assignments; events coordination and planning; standard office procedures, practices, and equipment; modern office practices, methods, and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices.

Ability to: Plan, organize, and coordinate recreation activities to suit the needs of the community; develop, coordinate and direct multiple varied activities involved in recreation programs; work flexible hours, including some evenings and weekends; analyze assigned programs and develop and recommend appropriate responses; learn more complex principles, practices, techniques, and regulations pertaining to assigned duties; perform mathematical calculations quickly and accurately; interpret, explain, and apply applicable laws, codes, regulations, and City policy and procedure; read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze issues and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to: Operate standard recreation and sports tools and equipment; operate an office computer, and a variety of word processing and software applications.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a Recreation Coordinator. A typical way of obtaining the required qualifications is to possess the equivalent of a four year college degree in recreation, education, physical education or closely related field, or equivalent to a minimum of graduation from high school and at least three years of recreation programming experience. Prior experience with a public agency is highly desirable.

License/Certificate:

Possession of, or ability to obtain within 3 months of hire, a valid Class C California driver's license and CPR certification.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, stooping, squatting, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when reading correspondence, statistical data, and using a computer. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot, and cold.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

FLSA: NON-EXEMPT