



CITY OF MALIBU

SENIOR RECREATION COORDINATOR

Class Description

January 2017

FLSA: Non-Exempt

DEFINITION

Under direct or general supervision, plans, organizes, coordinates, and provides direction and oversight for one or more recreation programs; supervises program(s) which may include tiny tots, youth, teens, adults, seniors, sports, arts and crafts, special interest classes, day camps and special events; operates 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 Director 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 direct or general supervision by the Recreation Manager and/or Recreation Supervisor. May exercise direct or general supervision over part-time and/or seasonal recreation staff and/or volunteers.

CLASS CHARACTERISTICS

This is the advanced journey-level class in this professional recreation series. 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 has overall program, budgetary and administrative responsibility for multiple recreation activities and facilities or a comprehensive recreational program.

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.

- Oversees the facilities and activities at senior services, swimming pool, or other recreation service provision sites; ensures that sites are maintained in a clean, safe, orderly and secure condition
- Ensures that programs and facilities are in compliance with applicable State, County and City regulations
- Performs a variety of general administrative duties such as answering phones; customer service; compiling program statistics; preparing simple reports; composing letters, memoranda, and fliers; data entry, filing and copying; and monitoring expenses and program fees

- Prepares and executes program publicity, including newsletters, brochures, press releases, fliers, pamphlets, social media and City website
- Plans, staffs, supervises, and implements assigned special events, including set-up and take down of furniture for classes and lectures
- Coordinates first aid, CPR and other safety training for Recreation and other City staff; provides training to the public, as assigned
- Handles medical emergencies and injuries; provides first aid and/or adult and child cardiopulmonary resuscitation; contacts police, fire and emergency medical services as required
- May work closely with representatives of other public, non-profit and private organizations, including school districts and community groups
- Responds to and resolves inquiries and concerns from participants, family members and the public
- Administers and trains staff in the use of the automated program for registrations and program fees; oversees rental and registration activities and ensures accurate record keeping for program receipts
- Plans, organizes, assigns, directs and reviews the work of assigned staff and volunteers; performs and assists in the recruitment, selection and evaluation of staff; ensures the most effective use of staff and materials resources; trains staff in work procedures and recreation activities
- Provides input into budget requests and administers program budgets after adoption; may prepare and assist in the administration of various grants
- Maintains an inventory of necessary recreation, maintenance and aquatics supplies and equipment and makes approved purchases as needed
- Provides administrative support to the department, such as conducting special projects, reports or compiling statistics
- May participate in interdepartmental/interagency planning sessions specific to critical issues
- Performs other duties as assigned

QUALIFICATIONS

Knowledge of:

- Recreation, cultural and social needs of the community
- Principles, practices and 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
- Applicable regulations and rules related to the program area(s) and facilities to which assigned
- Principles and practices of program administration, including budgeting, purchasing and personnel management
- Recreation site management, including coordination with special instructors and concessionaires
- Safety principles and practices
- Principles and practices of recreation program development, implementation, review and evaluation

- Principles and practices of employee and volunteer supervision, including work planning, assignment, direction, review and training
- Standard office practices and procedures, including the use of standard office equipment, record keeping, business mathematics and basic computer applications related to the work
- Computer applications related to the work, including word processing, spreadsheet and database applications
- Records management principles and practices
- Techniques of dealing with individuals of various ages and from various socio-economic groups and for effectively representing the City in contacts with users and the community
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone
- Recreation management software

Skill in:

- Planning, supervising, coordinating, reviewing and evaluating a recreation program
- Interpreting, applying and explaining policies, procedures and regulations
- Handling medical emergencies and injuries in a calm and effective manner, including providing basic first aid and/or adult and child cardiopulmonary resuscitation AED
- Maintaining facilities and equipment in a clean, safe and secure manner
- Planning, scheduling, assigning, directing and reviewing the work of staff and volunteers
- Recommending and administering program and project budgets after approval
- Preparing clear and concise reports, correspondence and other written materials
- Operating modern office equipment including computer equipment and software programs, including Microsoft Office
- Using English effectively to communicate in person, over the telephone and in writing
- Using tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines
- Establishing and maintaining effective working relationships with employees and 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 an Associate's degree with major coursework in recreation, human services, physical education or a related field. A Bachelor's degree in one of the above areas is highly desirable. Three (3) years of municipal recreation experience with a minimum of two (2) years in a supervisory role.

License:

Must possess and maintain a valid California class C driver license and have a satisfactory driving record. Must be First Aid/CPR AED certified.

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 City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. The job involves field work requiring frequent walking at recreation site areas to monitor performance and to identify problems or hazards. 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. Positions in this classification occasionally lift, move, and carry objects that typically weigh up to 40 pounds.

ENVIRONMENTAL ELEMENTS

Employees may work in the field and are occasionally exposed to loud noise levels, cold and/or hot temperatures, vibration, confining workspace, chemicals, mechanical and/or electrical hazards. Incumbents may be exposed to blood and body fluids rendering First Aid and CPR AED 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.

WORKING CONDITIONS

May be required to work on evenings, weekends and holidays.