



Recreation Coordinator

Definition

Under general supervision, plans, organizes, and coordinates a variety of recreation programs, services, events and activities.

Class Characteristics

This classification differs from that of Recreation Supervisor which is responsible for supervising a city-wide activity or a recreation facility. Recreation Coordinators supervise and coordinate recreational, educational, and social activities within the city recreation system and report to a Recreation Supervisor.

Supervision Received and Exercised

Receives general supervision from a Recreation Supervisor.

May exercise technical and functional supervision over clerical staff or part-time employees.

Typical Job Functions

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.

Plan, coordinate, schedule, promote and evaluate a variety of programs which may include instructional classes, special events, trips and excursions, seasonal camps, and aquatics and sports programs.

Promote interest and involvement in recreation activities.

Serve as a liaison between the city, other public and private agencies, citizen groups and professional organizations on matters pertaining to assigned recreation services; prepare and/or coordinate the development of recreation program publicity.

Participate in preparing and monitoring program budgets.

Identify community leisure services needs and recommend appropriate programs; recruit, select, train, schedule, and evaluate part-time employees and volunteers.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service; perform related duties as required.

Qualifications

Knowledge of:

Principles and practices of supervision and training, budgeting, and program needs analysis; methods, techniques, procedures, and philosophy of recreation programming; first aid and safety practices.

Ability to:

Organize, direct, and supervise the activities of groups using recreation facilities.

Express and relate ideas clearly and concisely, both orally and in writing; keep records and prepare reports.

Establish and maintain effective working relationships with employees, community groups, and the public.

On a continuing basis, stand, sit, bend, squat, climb, kneel, twist and reach, and lift and carry weight of 25 pounds or less while coordinating and/or supervising recreation activities.

Education and Experience

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

One year of experience coordinating a variety of recreation programs and services. Equivalent to a bachelor's degree from an accredited college or university with major course work in recreation/leisure services or related field. Additional qualifying experience may be substituted for 2 years of the required education on a year-for-year basis. Experience working with (specify area depending on the division) is highly desirable. Municipal experience preferred.

Licenses and Certifications

Possession of, or ability to obtain, a valid Class C California driver's license

FLSA: Non-exempt

Est. 1982

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