



Special Programs Coordinator

Definition

The Special Programs Coordinator plans, organizes, and implements programs, services, events, and activities within a specific area of recreation. Areas of responsibility may include, but are not limited to, special events, senior services, youth and teens, and contracted instructor coordination. This position will require occasional work during evenings, weekends, and/or holidays.

Class Characteristics

The Special Programs Coordinator is distinguished from the Recreation Coordinator position through the specificity and nature of program assignments, lower level of autonomy for introduction of new programs and negotiation processes, and required approval for submitting payment requisitions and executing contract agreements. Special Programs Coordinator may assist in recruitment, training, and scheduling of part-time employees, but does not exercise administrative supervision over clerical staff or part-time employees. Special Programs Coordinator does not have authorization to execute contractual agreements and payment requisitions without Supervisor and/or Manager approval.

Supervision Received and Exercised

The Special Programs Coordinator will receive direct supervision from the Recreation Supervisor and/or Recreation Manager. This position may assist with recruitment, training, and scheduling of part-time staff and volunteers.

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 programs within a specific area of recreation which may include youth, teen, and family classes, special events, community outreach, seasonal camps, facility tours/rentals, and volunteer 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 assist with the development of recreation program publicity.

Assist in preparing and monitoring program budgets.

Provide and/or assist in preparing financial and program assessment reports within specified area of responsibility as requested.

Assist with recruitment, training, and evaluation of 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:

Methods, techniques, procedures, and philosophy of recreation programming.

Principles and practices of supervision and training, budgeting, and program needs analysis.

First aid and safety practices.

Ability to:

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 recreation activities.

Education and Experience

Equivalent to a bachelor's degree from an accredited college or university with major course work in recreation/leisure services, environmental studies, education/child development, or related field.

Additional qualifying experience may be substituted for 2 years of the required education on a year-for-year basis. Experience coordinating and/or working with community nature, environmental, and/or natural history programs is highly desirable. Municipal experience preferred.

Licenses and Certifications

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