

Recreation Coordinator

DEFINITION

Under general supervision of the Recreation Division Manager plans, organizes, promotes, directs, supervises and evaluates public recreation programs. Under moderate direction, coordinates and manages facility schedules and events. Supervises at-will employees and volunteers. This position supervises several part-time employees, contract staff and volunteers and requires a high degree of community and staff interaction.

EXAMPLES OF ESSENTIAL DUTIES

- Assist in the development and implementation of youth programs and special events including budgets, staffing, facilities, equipment and supplies.
- Prepares written and oral communications.
- Prepares and administers grants.
- Assist in efforts to create and maintain community partnerships to provide quality leisure services.
- Change recreation programs to meet unforeseen circumstances and/or to make them more efficient and effective.
- Develop and assist with community special events and private events at City facilities.
- Assist in the management and scheduling of City facilities.
- Monitor recreation facilities for repairs and improvements and coordinate work with Parks/Facilities Division.
- Maintain accurate records of recreation activities and participation statistics.
- Supervises part-time personnel, contract staff and volunteers, substitute as needed for recreation personnel.
- Assist with annual evaluation of recreation programs and services.

QUALIFICATIONS

General knowledge of recreational activities and teen services; experience supervising staff; skills in establishing and maintaining effective working relationships with co-workers and the public; ability to communicate effectively orally and in writing and to represent the City in public presentations; general knowledge of various word processing and publishing computer programs. Experience with budget expense tracking, and knowledge of regulations relating to the use of City facilities. Knowledge of and ability to operate recreation equipment.

REQUIREMENTS

- Must have the physical ability to lift and carry up to fifty pounds,
- Ability to work both indoors and outdoors,
- Must be willing and available to work at various times of the day, including weekends.
- Must possess current tuberculosis clearance slip, valid California Driver's License, First Aide certification and CPR certification.
- State law mandates that all public recreation employees having direct contact with minors must be fingerprinted and complete a confidential supplemental questionnaire as a condition of their employment.

TRAINING AND EXPERIENCE

Applicants must have experience and/or training that would demonstrate possession of the required knowledge and skills outlined above. An example would be: equivalent to College level course work in recreation administration or a closely related field, and at least 1 year of work experience in the field of Parks and Recreation or leisure services including experience as a supervisor.