

**COMMUNITY SERVICES DEPARTMENT  
RECREATION DIVISION  
RECREATION COORDINATOR**

**GENERAL DUTIES:** Under the direct supervision of a Recreation Supervisor, the Recreation Coordinator shall develop, plan, organize, promote, supervise, and evaluate the physical, recreational, and social activities of assigned recreation programs. Program areas may include, but are not limited to: adult sports, youth sports, contract classes, early childhood education, adaptive recreation, facility rentals, special events, seniors, excursions, museum, cultural arts, summer camps, after-school programs, volunteers, activity registration, and aquatics. Recreation Coordinators may be assigned to any combination of program areas. Working evenings, weekends, and holidays may be required based on assigned program area(s) in order to support assigned programs and to serve the community.

**GENERAL REQUIREMENTS:**

Personal Appearance - Is appropriate for the work environment and meets expectations for the proper image of the city, as per department policy.

Attendance - Follows department/City policy in regards to punctuality and attendance.

Safety - Follows the Safety and Health Handbook, as well as other safety related standards, and avoids unnecessary risk to oneself, co-workers, citizens, and property.

Internal Relations - Conducts work in a manner which supports the overall team effort, and which avoids disruption of one's work and the work of others. Treats all City employees with respect. Takes responsibility to resolve differences. Finds solutions to problems. Respects racial, religious, ethnic, and sexual differences of others, and avoids derogatory statements regarding these differences.

Customer Service - Conducts work that fosters public support for the City, that will lead to fewer complaints and claims against the City. Treats customers with respect. Follows the same rules that one expects the customers to follow. Respects racial, religious, ethnic, and sexual differences of others, and avoids derogatory statements regarding these differences.

**ILLUSTRATIVE EXAMPLES OF WORK:**

The following are examples of work that apply to all Recreation Coordinators though some work may vary based on assigned program areas.

1. Plan, organize, coordinate, publicize, implement, and evaluate a wide variety of programs and activities to meet the recreational, educational, physical and social needs in the community.
2. Organize and lead groups in a particular recreation or leisure activity.

3. Maintain supplies, inventory, and equipment related to assigned program area(s). Follow City purchasing procedures in order to secure needed supplies, inventory and equipment.
4. Provide assistance on special projects as assigned.
5. Coordinate logistics with various individuals and groups related to assigned program area events.
6. Promote department activities and events via preparation of brochures, flyers, and other venues to communicate information to the community.
7. Meet with community groups and organizations to promote activities and encourage involvement in City recreation programs.
8. Coordinate and oversee program area(s) to insure cleanliness and proper use of facilities and equipment.
9. Maintain records and generate reports, including budget-related reports for assigned program area(s).
10. Screen, train, schedule, and direct volunteers, part-time/seasonal staff, and other assigned personnel.
11. Participate in related training programs and staff meetings.
12. Serve as a liaison to school district and other agencies as needed.
13. Establish and maintain effective working relationships with public groups, agencies, the media, and others contacted in the course of work.
14. Pursue grants and participate in fund-raising events as assigned for program support.
15. Perform a variety of clerical and administrative support functions for assigned program area(s).
16. Review and document the progress and effectiveness of specific and assigned recreational programs; develop and present recommendations for changes.
17. Prepare various reports and promote programs through brochures, notices, catalogues, newsletters, bulletins, and press releases.
18. Monitor program budget(s) and provide input for future budget preparation. Provide program budget information as needed to ensure that budget targets are met for assigned program

area(s).

19. Provide staff support to various Boards and Commissions as assigned.
20. Respond to and resolve inquiries regarding assigned program area(s).
21. Ensure that assigned programs and staff function safely and in accordance with City safety standards and policies.
22. Assist in recreational facilities operations and maintenance; coordinate scheduling of facilities both internally and externally; and set-up equipment for programs as appropriate and in accordance with City policy.
23. Perform related work as required.

**REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**

**SKILLS:**

1. Computer skills and use of specialized recreation management systems.
2. Excellent interpersonal skills.
3. Excellent customer service techniques.
4. Planning, organizing, executing, controlling, and evaluating activities.
5. Proven leadership skills.

**KNOWLEDGE: Knowledge of:**

1. Administration and supervision of assigned facility.
2. Safety, first aid, and other emergency resource methods.
3. Principles associated with providing services and programs for assigned areas of responsibilities.
4. Basic research practices.
5. Personnel standards, selection, training and evaluation.

6. Basic principles of municipal budget preparation and control.
7. Safe driving principles and practices.
8. Age appropriate recreational activities.
9. Handling the needs and concerns of various age groups.
10. Supervisory practices.

ABILITIES: Ability to:

1. Plan, administer, and evaluate recreation program operations.
2. Organize and direct the activities of participants, volunteers, and others involved in recreation activities.
3. Communicate clearly and concisely, both orally and in writing.
4. Ability to perform Recreation Supervisor duties in the absence of the Recreation Supervisor.
5. Keep accurate records; prepare related reports and correspondence.
6. Stimulate interest, support and funding in the community for services offered by the department.
7. Develop staffing schedules.
8. Properly schedule programs and activities.
9. Learn and use a variety of word processing/computer software programs.
10. Display customer service techniques to deal tactfully and courteously with community groups, program participants, and the general public.
11. Work various hours including nights and weekends.
12. Respond to requests and inquires from the general public.
13. Ability to work in partnership with local schools, businesses, public agencies, non-profit organizations, churches, and community service organizations.
14. Organize and implement recreation programs suited to the changing needs of the community.

**MACHINES/TOOLS/EQUIPMENT UTILIZED:**

Typical office and field environments include the following:

1. Computer, keyboard and monitor
2. Laserjet or ink jet printer
3. Telephone
4. Copier
5. Calculator
6. Typewriter
7. Binding machine
8. Lettering machine
9. Facsimile machine
10. Two-way radio
11. Keys to a variety of City locks
12. Report forms, pencils and pens
13. Specialized computer software
14. Presentation equipment, microphones, easels, overhead projectors, tape recorder, etc.
15. Television and VCR equipment
16. Automobile
17. Gasoline pumps

**PHYSICAL DEMANDS:**

Under typical office or field conditions, employee will perform the following physical activities that include handling files, books, binders, and sometimes boxes of work-related material, lifting and pushing or pulling equipment:

1. Sitting, for prolonged periods of time working at a computer or attending meetings.
2. Walking
3. Standing, for up to 4 hours during presentations and training seminars.
4. Kneeling
5. Bending/stooping
6. Twisting
7. Reaching
8. Carrying equipment up to 50 lbs.
9. Pushing/pulling, equipment up to 50 lbs.
10. Lifting, up to 50 lbs.
11. Driving
12. Speed, in meeting deadlines and using office equipment.

**SENSORY DEMANDS:**

Under typical office and field conditions, employee utilizes these senses while using a computer, printer, telephone, copier, calculator, fax machine, television, VCR, microphone, easel, overhead projector, tape recorder, automobile, etc.:

1. Seeing
2. Speaking
3. Hearing
4. Touching

**ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:**

**Office Conditions:**

1. Indoors: Typical office conditions, up to 75% of the time.
2. Flooring: Low level carpeting, linoleum, tile, wood, etc.
3. Noise Level: Conducive to office settings with phones, copiers, radios, typewriters, etc.
4. Lighting: Conducive to normal office setting.
5. Ventilation: Provided by central heating and air conditioning.
6. Dust or Fumes: Normal indoor levels associated with dust and odors from paper, ink pens, copiers or other office-related equipment.

**Field Conditions:**

1. Outdoors: Typical conditions, traveling to meetings, or attending training sessions, less than 25% of the time.
2. Travel: Under varying conditions via automobile or plane, less than 20% of the time.
3. Flooring: Carpet, wood, tile, linoleum, uneven surfaces, grass, rock, asphalt, etc.
4. Noise Level: Normal outdoor levels when working or traveling in the field.
5. Lighting: Normal outdoor conditions, with chance exposure to extreme weather conditions.
6. Ventilation: Heating and air conditioning provided by a vehicle or plane.
7. Dust or Fumes: Normal outdoor levels associated with pollen, dust, vehicle exhaust, etc.

**HAZARDS:**

Mechanical or electrical exposure is minimal while properly using standard office equipment such as a telephone, computer, printer, copier, calculator, fax machine, VCR, television, microphone, easel, overhead projector, tape recorder, etc.

When working or traveling in the field, there is some exposure to mechanical hazards while utilizing a vehicle.

**ATMOSPHERIC CONDITIONS:**

Minimal exposure to fumes occurs in a typical office environment. Typical exposure may result from use of copiers, dry erase pens, liquid paper, toner cartridges, ink pens, or other office supplies or equipment.

**REQUIREMENTS, TRAINING, EXPERIENCE AND QUALIFICATIONS:**

1. A Bachelor's degree in recreation, leisure studies, physical education, public administration, or a related field of study.
2. One (1) year of full-time work experience or two (2) years part-time experience (averaging at least 20 hours per week) in a public service recreation department program.
3. Possess and maintain a valid California Driver license and a safe driving record necessary to operate assigned vehicle(s). May be required to obtain a Class B license.
4. Valid tuberculosis (TB) certificate.
5. Must be available to work a varied schedule, evenings, weekends, and holidays.
6. Possess (within 6 months of hire) and maintain a valid First Aid and CPR/AED certification.
7. Pass a post-offer medical examination, which includes a drug test.
8. Pass a Department of Justice criminal record check and background check for employment.
9. Prefer non-tobacco user.
10. Prefer bilingual (English/Spanish).