

RECREATION COORDINATOR

DEFINITION

Occupants of this classification are in the classified service. These positions are responsible for planning, organizing, and directing a year-round recreation and/or aquatics program for children, youth, teenagers, and adults.

SUPERVISION RECEIVED AND EXERCISED

The positions assigned to this classification report to a Recreation Supervisor. Responsibilities include supervision of a number of part-time recreation staff and volunteers.

ESSENTIAL JOB DUTIES

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Plans the delivery of recreation programs. Assures that required equipment, materials, and recreation staff are available at the proper time to support program operations. Analyzes the extent of demand for recreation programs, projecting program costs, and determining the extent to which fees will be required to support delivery of these programs. Assures such plans integrate the program objectives and are designed to maximize user satisfaction within budget constraints.
2. Exhibits effective leadership, instructional skill and training in the recreation programs for which (s)he is responsible. Communicates these skills and techniques to instructors, part-time recreation staff and volunteers for these programs.
3. Maintains a competent and motivated work force by maintaining a minimum of weekly supervisory contact with and awareness of the performance of part-time recreation staff under his/her authority. Provides feedback and training to staff to correct performance problems.
4. Evaluates the effectiveness of recreation programs. Solicits participant input to gauge participant reaction to program quality. Uses evaluation results and past program experience to plan new or modify existing programs.
5. Establishes rapport with the community and deals with members of the public in a courteous and positive manner. Displays a caring, understanding, and ethical attitude towards program participants.
6. Tracks inventory; neatly stores equipment for safety; checks equipment and makes request for repairs as needed. Submit orders for equipment and supplies when needed, ensuring timely arrival.
7. If assigned to direct aquatics program, ensures chemical levels in pool are correct and safe, records all chemical levels, and tests the pool water hourly. Maintains health standards in compliance with OSHA.
8. Collects and maintains statistics, attendance reports, and activity records. Prepares reports on topics such as activity workload, work results, etc., as assigned.

9. Assures revenue for recreation programs is handled according to management procedures. Maintains effective control of recreation supplies and materials used in activities in his/her area of responsibility.

MARGINAL JOB DUTIES

The following tasks are typically performed by individuals in this classification but are not considered essential.

1. Schedules facility needs with the Veterans' Memorial Complex and Theater Manager and school district personnel displaying tact and patience in the scheduling process. Is able to understand the facility needs of community groups.
2. Provides thorough and accurate information to the Parks, Recreation & Community Services Commission by preparing written reports and/or appearing periodically before the Commission and presenting and explaining the recreation and leisure service programs for which (s)he is responsible.
3. Effectively promotes and fosters public awareness of recreation and leisure service programs by appearing before community groups, developing news releases, preparing brochures, and other activities.

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:

- Principles and techniques of recreation, supervision, and instruction of recreation activities.
- Program content of youth and adult sports.
- Pool filtration, certification requirements and applicable health and safety regulations, if assigned to the aquatics section.

Skill and Ability to:

- Plan, implement and coordinate recreational activities.
- Establish and maintain effective community relations and working relationships.
- Instruct, train, and provide leadership to subordinates, volunteers, and recreation service participants.
- Maintain accurate records.
- Communicate effectively in both oral and written form.
- Assess community desire and evaluate the effectiveness of recreation services.
- Swim, teach swimming, maintain pool facility in adherence to all health regulations, enforce pool safety, if assigned to Aquatics section.
- Ability to professionally respond to emergency situations.

LICENSE AND CERTIFICATES

Possession of a valid California Class C driver's license may be required, if assigned to drive. If assigned to Aquatics section, must possess certificates in First Aid, Lifeguard Training, Cardio-Pulmonary Resuscitation, Title 22, and Water Safety Instructor; must possess certification to teach Lifeguard Training, Water Safety Instructor, Cardio-Pulmonary Resuscitation and First Aid within six months from time of appointment.

TRAINING AND EXPERIENCE

Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be: a Bachelor's Degree from an accredited college or university in recreation or a related field and two years of professional experience in recreation, preferably in a public setting.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Require the mobility to stand, stoop, reach and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- May be required to work in inclement weather without effective protection from sun, cold, and rain.
- May be required to use personal vehicle in the course of employment.
- May be required to attend periodic evening meetings and/or to travel within and out of City boundaries to attend meetings.
- May be required to work evenings or weekends.