



**APRIL 2021  
FLSA: NON-EXEMPT**

## **RECREATION COORDINATOR**

**PAY RANGE: \$19.47- \$25.62**

### **DEFINITION**

Under general supervision, plans, organizes, coordinates, and provides direction and oversight for recreation programs and/or facilities; supervises programs which may include: youth programs, aquatics, youth and adult sports, summer programs, special interest classes, and community events; fosters cooperative working relationships with various public and private groups; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Recreation Supervisor. Exercises technical and functional supervision over assigned staff, contractors, and volunteers.

### **CLASS CHARACTERISTICS**

This is a journey level classification that has program coordination, administrative, and/or day-to-day operational responsibilities of recreation services and programs. Incumbents are responsible for supervising, coordinating, and participating in recreation programs to ensure that District facilities, recreation programs, activities, and services are safe and effective and provide the highest level of customer satisfaction for public use. Responsibilities include inspecting and planning, scheduling, and directing the recreation program operations, activities, and services in a timely manner, and performing a wide variety of tasks in the operations and activities of recreation programs and/or facilities.

### **EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)**

*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.*

- Participates in the development and implementation of goals, objectives, policies, and priorities for recreation services and programs; identifies resource needs; recommends and implements policies and procedures including standard operating procedures for programs and facilities.
- Plans, supervises, coordinates, reviews, and evaluates recreation programs, activities, and/or systems at multiple sites; establishes schedules and methods for providing community and recreation services including sports leagues; recommends improvements or modifications.
- Partners with a wide variety of community organizations to provide diverse recreation and community programs and services.
- Supervises, coordinates, and participates in the day-to-day operations of recreation programs and/or facilities.
- Assists in the recruitment and selection of staff and provides recommendations; provides supervision, training, orientation, and guidance to assigned staff; prepares weekly and daily schedules; provides input and documentation for performance evaluations.
- Works with community groups and residents in the development and coordination of recreation programs; oversees and coordinates scheduling of activities, games, and events.
- Monitors contract agreements with service providers; assists with recruitment, hiring, training, and supervision of contract employees.

- Estimates costs of supplies and materials; orders supplies and materials for projects and activities; maintains records of purchase orders; assists in developing budget figures for specified areas; monitors expenditures and revenues.
- Ensures that safety training and certification courses including Red Cross first aid, cardiopulmonary resuscitation (CPR/FPR), lifeguard, title 22, AED, Oxygen, Blood Borne Pathogens and Lifeguard Instructor and other courses for District staff is current and in compliance with applicable laws, codes, rules, and regulations; facilitates training and recertification as needed.
- Plans, staffs, supervises, and implements assigned special events.
- Acts as a representative to patrons and residents regarding questions, problems, concerns, and activities in the provision of recreation program operations, activities, and services.
- Participates in ensuring compliance with relevant health, safety, permitting, and licensing laws and guidelines; maintains and updates all records required by Federal, State, and local regulatory agencies including ensuring compliance for insurance and liability coverage.
- Travels to assigned program sites to monitor program activities.
- Monitors the proper and safe use of program facilities by the general public; patrols recreational facilities to ensure adherence to rules and ordinances; interprets and applies policies, procedures, laws, codes, and regulations; assists in education about the enforcement of rules and regulations.
- Creates marketing materials for recreational programs, including developing and preparing brochures, flyers, newsletters, and other materials; maintains and updates informational channels such as kiosks and websites including social media as needed.
- Oversees rental and registration activities and ensures accurate record-keeping for program receipts.
- Maintains accurate records of services and activities, including recreation schedules, program participation and analysis, rosters of participants, revenues, expenditures, grants, contract programs, accidents, and vandalism.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Basic principles of employee and volunteer supervision and training.
- Principles, practices, and service delivery needs related to the area of assignment.
- Procedures for planning, implementing, and maintaining a variety of recreation and leisure activities and programs including sports leagues.
- Principles and practices of recreation program development, implementation, review, and evaluation.
- Recreational, cultural, age-specific, and social needs of the community.
- Community organizations to source and partner in the provision of recreation and community programs and services.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to the area of assignment.
- Principles and practices of program administration, including budgeting, purchasing, and basic supervision.
- Recreation site management and oversight.
- Safety principles and practices, including basic first aid and adult and/or pediatric cardiopulmonary resuscitation (CPR) methods.
- Applicable safety precautions and procedures related to the area of assignment.
- Principles and practices of basic public relations techniques including the utilization of social media.
- Principles and procedures of record-keeping, cash handling, and report preparation.
- Business arithmetic and statistical techniques.
- Modern office practices, methods, and computer equipment and applications.
- English usage, spelling, vocabulary, grammar, and punctuation.

- Techniques for effectively dealing with individuals of various ages, various socio-economic and ethnic groups, and effectively representing the District in contacts with the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

**Ability to:**

- Plan, oversee, coordinate, review, and evaluate recreation program operations and activities, as well as staff, contractors, and volunteers.
- Plan and prepare recreation activity schedules, staffing schedules, reports, and other related program materials.
- Understand the organization and operation of recreation programs and facilities necessary to assume assigned responsibilities.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Handle medical emergencies and injuries in a calm and effective manner, including providing basic first aid and adult and/or child cardiopulmonary resuscitation (CPR).
- Recommend and administer program and project budgets after approval.
- Prepare clear and concise reports, correspondence, and other written materials.
- Operate modern office equipment including computer equipment and software programs.
- Make accurate business arithmetic and statistical computations; accurately process cash transactions.
- Maintain accurate logs, records, and basic written records of work performed.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

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

Equivalent to the completion of an Associate's degree or equivalent education from an accredited educational institution with major coursework in recreation or a related field preferred, or equivalent to the completion of the twelfth (12<sup>th</sup>) grade and two (2) years of experience working in recreation programming and/or coordination-

**Licenses and Certifications:**

- Possess and maintain valid lifeguarding/shallow water, CPR for the Professional Rescuer (CPRFPR), AED, and first aid defined by the American Red Cross.
- Possess and maintain valid Title 22, Oxygen, Blood Borne Pathogens and Water Park certifications issued by the American Red Cross within one year of employment.
- Possess and maintain valid Instructor Lifeguard/shallow water, CPR for the Professional Rescuer (CPRFPR), AED, first aid, Title 22, Oxygen, Blood Borne Pathogens and Water Park certifications issued by the American Red Cross within one year of employment.
- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office and/or recreational facility setting and use standard office and/or recreation equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Must possess the physical stamina to lift and move tables and chairs, arrange facilities for community events and/or meetings. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, climb, and walk on uneven surfaces to participate in recreational activities; and push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees primarily work in an office environment with moderate noise levels and controlled temperature conditions. Some work is performed in the field, and employees may be exposed to chlorine, acids, and other chemicals at aquatics facilities as well as blood and body fluids when rendering first aid and cardiopulmonary resuscitation. Incumbents are required to wear appropriate attire for the recreation activity to which they are assigned. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**WORKING CONDITIONS**

May be required to work a varied schedule of hours, which may include early mornings, evenings, weekends, and holidays, at a variety of District facilities.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

