



RECREATION COORDINATOR

Definition:

Under supervision, organizes and conducts specialized recreation programs for the community.

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. Assists and participates in the planning, organization, supervision and evaluation of specialized recreation programs.
2. Oversees the program registration operation, inputs data, and analyzes program data to develop statistical program information.
3. Liaisons between community services program participants and the City.
4. Speaks to community groups and schools to promote participation in scheduled activities and explains specialized programs.
5. Prepares and maintains a variety of records and reports.
6. Establishes and maintains relationships with local media representatives.
7. Prepares and distributes promotional materials, news releases, and public service announcements for department classes, programs, and services.
8. Performs other related duties as required.

Minimum Knowledge, Skill and Ability:

Knowledge of:

- Principles and practices of organizing and conducting public recreation programs.
- Recreational activities.
- Principles and practices of clubs, centers, and parks established to meet the leisure and recreational needs of community groups of all ages.
- Record keeping and reporting procedures.
- Computers and office software applications.
- Functions, policies, and procedures of relevant departments and/or operations.
- Relevant mathematical principles and functions.
- English usage, spelling, grammar, and punctuation.
- Professional writing techniques.

Skill and Ability to:

- Apply sound judgment in the solution of problems related to parks, recreation, and community services activities.
- Plan, organize, prioritize, and perform duties as assigned with minimal supervision.
- Operate standard office equipment, a personal computer, and relevant software in a Mac environment.
- Interpret and apply department policies and procedures.

- Communicate clearly and concisely, both orally and in writing.
- Research and compile information.
- Maintain records.
- Establish and maintain effective working relationships with the public and all levels of staff and management.
- Successfully adapt in a high-volume, fast-paced working atmosphere with multiple activities.

Training and Experience:

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities could be considered qualifying. A typical way to obtain the knowledge, skills, and abilities would be an A.A./A.S. degree from an accredited college with major course work in recreation or a related field, and two years of progressively responsible part-time recreation program involvement. Additional years of directly relevant experience may substitute for the degree on a year-for-year basis.

Licenses and Certificates:

Possession of a valid California driver's license and current First Aid and CPR certifications required by the date of hire.

Physical Requirements and Working Conditions:

- Requires vision (which may be corrected) to read small print.
- Requires the mobility to stand, stoop, reach, and bend. Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Requires the ability to stand for long periods.
- Performs lifting, pushing, and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Is subject to inside and outside environmental conditions.
- 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.
- May be required to work at a computer for prolonged periods.
- May be required to work evenings, weekends, or holidays.