



AUGUST 2019
FLSA: NON-EXEMPT

RECREATION PROGRAM COORDINATOR

DEFINITION

Under general supervision, plans, organizes, coordinates, and oversees a variety of recreation activities for individuals of all ages and abilities within an assigned program; obtains contract services; coordinates or schedules the use of facilities; monitors facilities for maintenance or safety concerns; assists in coordination of City events; provides administrative support and assistance to the Recreation Supervisor; 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. May exercise technical and functional supervision of part-time staff and/or volunteers.

CLASS CHARACTERISTICS

This is the journey-level class within the Recreation classification series responsible for organizing, inspecting, conducting, and coordinating a variety of recreation activities to ensure that facilities and programs are safe and effective and provide the highest level of customer satisfaction for public use. Incumbents regularly work on tasks that require discretion and independent judgment. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver services. This class is distinguished from Recreation Supervisor in that the latter is the full supervisory-level class and has responsibility for formulating policy, developing goals and objectives, monitoring and administering program budgets, and directing operations for multiple programs.

EXAMPLES OF TYPICAL JOB 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.

- Coordinates, oversees, and participates in day-to-day operations within an assigned program area such as sports, enrichment activities, or events; performs tasks in accordance with City rules, regulations, policies, and procedures.
- Organizes recreation, sports, and enrichment activities for all ages, including negotiating and contracting with instructors, acquiring adequate facilities, and evaluating programs and classes.
- Administers the automated program for events, sports, or recreational activity registrations and program fees for school and recreation facilities; oversees rental and registration activities, bills clients, and ensures accurate recordkeeping for program receipts.
- Oversees and coordinates team selection and scheduling of games and practice times for a variety of sports programs; and communicates with parents and participants regarding team selection.

- Plans, staffs, supervises, and implements assigned special events; meets with prospective clients to tour facilities; develops instructional packets for event staff including providing logistical details to ensure events proceed as planned.
- Selects, supervises, and reviews the work of part-time, seasonal, and/or temporary employees and volunteers in area of assignment; provides training; and prepares work schedules.
- Implements and monitors City procedures with respect to participant safety.
- Inspects and monitors assigned program area facilities and equipment on a regular basis and recommends maintenance and repair as needed.
- Estimates costs of and orders supplies and materials for assigned program area; maintains records of purchase orders; initiates payment for contract services and troubleshoots payment issues; and monitors expenditures and revenues.
- Transports, issues, receives, and controls the use of recreational or sports equipment and supplies; monitors equipment inventories and recommends procurement of items as needed.
- Opens, secures, and cleans buildings and other areas before and after program use; prepares facilities and sets up equipment for scheduled recreational activities/events.
- Assists in coordination of citywide events such as the Harvest Festival, 4th of July Parade, and Haunted House.
- Participates in the development and implementation of goals, objectives, policies, and priorities for area of assignment; evaluates programs and recommends improvements or modifications and ensures the programs are reflective of the community's needs, the City's and Division's overall goals, policies, and ordinances, and in compliance with applicable federal, state, local, facility, and safety rules, regulations, and guidelines.
- Develops and maintains positive and collaborative relationships with community groups, residents, and school representatives, in the development and coordination of assigned program area.
- Acts as a representative to patrons and residents regarding questions, problems, concerns, and activities in the provision of recreation program operations, activities, and services, in person and by telephone; resolves problems and/or refers to them to a supervisor.
- Sets up and uses a variety of recreational, educational, cleaning, and other equipment related to assigned program as well as standard office equipment.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Theories, principles, methods, and materials used in planning, implementing, and maintaining a variety of recreation and leisure activities and sports programs for individuals of all ages and abilities.
- Principles, practices, and service delivery needs related to facility reservations and event planning for various events such as graduations, weddings, and other events.
- Principles and practices of employee and volunteer supervision, including work planning, assignment, direction, review, and training.
- Basic principles and practices of contract administration.
- Recreational, cultural, age-specific, and social needs of the community.
- Applicable regulations and rules related to the program and facility to which assigned.
- Standard office practices and procedures, including recordkeeping, business mathematics, and basic computer applications related to the work.
- Safety principles and practices, including basic first aid and adult and child cardiopulmonary resuscitation (CPR) methods.
- Recordkeeping practices.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Plan, organize, direct, supervise, and evaluate the work of assigned staff.
- Train staff in work and safety procedures.
- Prepare facilities for use for recreation, sports, enrichment classes, and activities such as graduations, weddings, and other events.
- Interpret, apply, and explain policies, rules, and regulations related to assigned activities.
- Maintain accurate records and files and account for fees received.
- Handle medical emergencies and injuries in a calm and effective manner, including providing basic first aid and adult and child CPR.
- Maintain facilities and equipment in a clean, safe and secure manner.
- 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 and maintain effective working relationships with those contacted in the course of the work.

Education and Experience:

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

Equivalent to an associate degree from an accredited college or university with major coursework in recreation, leisure services, or a related field and three (3) years of experience providing direct service in a variety of recreation, sports, or event coordination activities. A bachelor's degree is desirable and may be substituted for one (1) year of the required experience.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Must possess or obtain prior to the completion of the probationary period First Aid and CPR Certificates.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office and/or sports facility setting and use standard office and/or recreation equipment, including a computer, to operate a motor vehicle, and to visit various City and meeting sites. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment and push and pull drawers open and closed to retrieve and file information. Strength is needed to lift and carry recreation equipment weighing up to 50 pounds for extended periods of time; and flexibility to lift, carry, push, pull, or move objects. May involve significant standing, walking, pushing, bending and/or pulling to participate in recreation activities. Visual acuity sufficient to perform computer work and other essential functions of the position. Hearing and speech to communicate in person, before groups, and over the telephone.

ENVIRONMENTAL ELEMENTS

Employees may work in the field and are required to wear appropriate attire for the recreation activity to which they are assigned. Employees may interact with challenging 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 evenings and/or weekends, as needed. Must be fingerprinted for submission to the California Department of Justice in order to work with children.