

TITLE: RECREATION COORDINATOR

DEFINITION:

Under direction of the Youth, Senior and Family Services Manager or designee, this position is accountable as a team member of the Community Services Department to achieve results in support of the City's mission, goals, policies and objectives and to perform related duties as required.

EXAMPLES OF DUTIES, RESPONSIBILITIES AND EXPECTATIONS:

The listed tasks are essential for the position and may include, but are not limited to, the following:

- Proposes, recommends, implements and leads a variety of recreational programs and activities for all ages, including but not limited to sports, arts, and special events.
- Administers and provides oversight of park and facility reservations
- Promotes community awareness of programs including the coordination, posting and interaction of information on the City website and social media
- Participates in the recruitment, interview, selection, and training of new employees
- Schedules and directs part-time employees and volunteer staff
- Assists with timecard review and processing into the City's payroll software
- Assists in providing regular performance feedback to part-time personnel and holds employees accountable for performance of their duties
- Recommends and coordinates the purchase of program supplies and equipment
- Monitors and supervises program participants
- Confers and collaborates with other social services providers as appropriate
- Collects and analyzes data and prepares reports for management staff
- Operates a motor vehicle in the performance of job duties
- Performs related duties as assigned and/or required

CLASSIFICATION:

This position is designated as Classified and is covered under the Fair Labor Standards Act (FLSA) overtime regulations.

QUALIFICATIONS:

This position requires:

Knowledge of: Materials, equipment, regulations, principles, procedures and/or practices necessary to perform required duties including, but not limited to, basic principles of planning theory and practice; correct English usage, spelling, grammar, and punctuation; basic mathematics involving addition, subtraction, multiplication and division; and proper business letter-writing etiquette and forms; basic supervisory practices, basic customer service and interpersonal skills related to youth and/or senior activities, recreational programs, group activities, games and sports; applicable health and safety regulations; first aid; record keeping practices and procedures; and modern office practices, procedures and equipment.

Ability to: Use a personal computer and necessary software, including Microsoft 365 products and recreation programs; read, speak and understand the English language; compose correspondence, brochures, flyers and other informational documents; provide information to the public in person, by telephone, or through concise and clear written correspondence; communicate effectively both orally and in writing to team members and the public; work overtime as necessary; learn the regulations, principles, procedures and/or practices necessary to perform required duties; adhere to applicable terms and conditions of employment including, but not limited to, safety and health regulations, labor agreements, City rules and regulations, policies and procedures; establish and maintain effective working relationships with others; and legally operate a motor vehicle in the State of California.

Skills in: Basic English language; basic mathematics and calculation; customer service; public speaking; report-writing; and preparation of official business correspondence.

Education and Experience:

Bachelor's degree in recreation or related field with one-year of experience planning, organizing or conducting recreation programs, physical education or related field is required. Two (2) years of related full-time equivalent work experience may substitute for the Bachelor's degree.

Other Requirements:

Possession of a valid California Driver License is required.

In addition, this position requires computer literacy with knowledge in the use of Microsoft Office; the ability to communicate using email programs; and an understanding of and adherence to City policies for information technology.

The position's expected competencies are sound decision-making skills; critical thinking ability; problem solving and innovation skills; drive for results; analytic skills; interpersonal, customer service and diplomatic skills; ethical conduct; and proven top performances.

The position requires meeting the physical employment standards for the job classification.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Physical Abilities: Tasks involve lifting, carrying, pushing and pulling objects that are 50 pounds or more; standing for extended periods of time; regular reaching, climbing, twisting, turning, bending, stooping, and kneeling.

Sensory Requirements: Some tasks require the ability to perceive and distinguish colors or shades of colors and sounds, and provide oral communication.

Environmental Factors: Tasks are completed in both office and field settings with occasional travel to various sites and program locations throughout the City.

Job description statements describe the general nature and levels of work performed by employees and are not intended as an exhaustive list of all responsibilities, duties and skills required.