

RECREATION PROGRAM COORDINATOR

DEFINITION

Under general supervision, the Recreation Program Coordinator is responsible for coordinating recreation classes and activities for all age groups, interests, and abilities for assigned recreational area, and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. May exercise operational direction over assigned staff.

EXAMPLES OF ESSENTIAL 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.

- Develops, implements, monitors and evaluates recreation classes for all age groups, interests and abilities; monitors the day-to-day operations and events to include class and membership registration and monetary transactions.
- Creates and formulates class ideas; recruits and hires class instructors; determines class schedules and fees; prepares program information for brochure publication and registration; registers and enrolls participants; informs participants of class changes, cancellations, and refunds; evaluates class instructors and class programs.
- Prepares and maintains attendance reports on a daily, weekly, and monthly basis for classes; prepares and maintains enrollment and class program evaluations on a quarterly basis.
- May lead work activities of designated personnel and volunteers; in the absence of both the supervisor and assistant supervisor, serves as manager on duty, overseeing the work activities of part-time staff; recruits and participates in hiring new instructors, coaches, and assistants.
- Contacts local businesses, individuals, and community organizations for program support and participation.
- Promotes recreation center through newspaper releases, user guides, and leisure brochure.
- Investigates and resolves citizen complaints concerning classes, instructors, or the facility.
- Registers patrons for classes and memberships; accepts payments for fees and merchandise purchases; checks-out equipment to patrons; schedules facility and park reservations.
- Monitors the use of recreation equipment and facilities; participates in cleaning and maintaining the facility and equipment; orders supplies, and equipment as needed.
- Regular and consistent attendance for the assigned work schedule is essential.

QUALIFICATIONS

Knowledge of:

Recreation programming and facilities planning; supervisory principles and practices; conflict resolution methods; safety policies, procedures, and practices; various recreational activities, leagues, and programs; teaching and instruction methods for various learning styles.

Ability to:

Communicate clearly both verbally and in writing; interact effectively and professionally with co-workers, managers, subordinates and the general public; demonstrate organizational skills to effectively supervise the day-to-day operations of the facility or program area and the staff.

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 graduation from an accredited four-year college or university with major coursework in Recreation Administration, Business Management, or related field is highly desirable.
- One (1) year of experience in developing and implementing recreation programs.

Any work-related experience resulting in acceptable proficiency levels in the above Minimum Qualifications is an acceptable substitute for the above specified education and experience requirements.

License:

- Valid California class C driver's license with satisfactory driving record required within thirty days of hire.
- California Mandated Reporter Certificate required upon hire.
- CPR, AED, and First Aid certifications issued by a national accredited organization. Additional certifications may be required depending on area of assignment.

Additional requirements:

- Individuals must have flexible hours.
- Individuals must be at least 21 years old.
- Individuals must be able to work evenings, weekends, and some holidays, as required.

Preferred Characteristics:

- Bilingual, Spanish/English is preferred.

PHYSICAL DEMANDS

Work is performed throughout the Community Center and at other City owned facilities and parks, standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull. Employees may be required to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an environment with moderate noise levels, controlled temperature conditions, and may be exposed to hazardous chemicals and fumes when working in the pool area. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

The above statements are intended to describe the general nature and level of work being performed and are not intended to be an exhaustive list of all responsibilities, duties and skills which may be required. The position also requires meeting the essential requirements of the Physical Demands and Environmental Elements, with or without reasonable accommodation.

CONDITIONS OF EMPLOYMENT

Must pass a pre-employment medical exam and drug test, driver license check, Live Scan Finger printing, and maintain continuous CA Mandated Reporter certification throughout employment.