



JOB DESCRIPTION RECREATION COORDINATOR

THE POSITION

Under direct supervision by the Recreation Supervisor II, this position assists in organizing, leading, and conducting recreational programs and provides highly responsible and technical professional staff assistance in the development and conduct of specialized recreational programs in accordance with District policies and procedures.

EXAMPLE OF DUTIES The essential functions of this position include, but are not limited to:

- Assists in the planning, organizing, development, supervision and coordination of specialized recreation programs in the area of sports, facility management, events, volunteers, marketing, activity programming, aquatics, before and after school clubs, or other areas.
- Prepares written publicity releases, speaks to school and community groups and promotes participation in scheduled activities using available marketing methods.
- Schedules, supervises, trains and evaluates subordinates and contract instructors for specific activities.
- Instructs participants in various athletic and recreational activities.
- Prepares and maintains a variety of records and reports on participation, equipment and facility use.
- Assists in preparation of program budget.
- Coordinates and participates in equipment selection, maintenance, inventory and physical set-up for activities and the issuing and collecting of materials.
- Maintains facility use controls.
- Issues and monitors field or facility permits.
- Drives to various sites to perform duties.
- May be required to transport materials or participants. This position may perform other related work as assigned.

EMPLOYMENT STANDARDS

Each service area within the Recreation Department is unique and therefore requires specific knowledge and education, which may be obtained in college, classes, previous employment, or on the job training with the District. Over time Recreation Coordinators become experts in more than one service area, helping the District meet the needs of the community while developing their own professional experiences. The service areas

assigned to a Recreation Coordinator can change for a variety of reasons, such as the changing needs of the community, particular expertise or strength demonstrated by a Recreation Coordinator, or changes in staffing needs within the Recreation Department or District.

Requires ability to: organize, lead, and conduct recreational programs; communicate effectively; provide highly responsible and technical professional staff assistance in the development and conduct of specialized recreational programs in accordance with District policies and procedures; assume broad responsibility and exercise considerable independent judgment; train, assist or directly supervise staff; work independently or as a team member; promote the District and recreational programs using flyers, internet, social media and other identified avenues; adapt quickly to new and changing situations; prioritize effectively and manage through completion a wide variety of administrative tasks; and ensure the successful delivery of recreation programming for the public. Recreation Coordinators must be able to work schedules that vary by day and time due to the nature of recreation programming.

Education/Experience: Bachelor's degree from an accredited college or university is required, and three or more years of applicable experience with an emphasis in leadership, public relations, and recreational programming. Must be able to: solve problems and deal with a variety of variables in situations where only limited standardization exists; interpret a variety of instructions furnished in written or oral form; exercise sound independent judgment; and provide excellent customer service to many diverse program participants. Requires proficiency in Microsoft Word, Excel, PowerPoint, internet research and use of social media to respond to the public and market recreation programs.

License and Certifications: A valid California driver's license and a good driving record are required. This position may also be required to obtain and maintain additional certifications depending upon the service area that they are assigned to, such as: Adult CPR/AED, Infant/Child CPR, Red Cross Water Safety Instructor, Lifeguard Training, Instructor Trainer Certification and/or Pool Operator.

PHYSICAL REQUIREMENTS

It is expected that this position will require standing and walking approximately 40% of the time or more; frequent lifting, carrying and occasional push/pulling loads of up to 40 pounds; some bending and occasional kneeling/squatting, reaching overhead/stretching; occasional to frequent climbing stairs, some handling and dexterity and working on uneven terrain. The position will require the operation of general office equipment and District vehicle.