RECREATION COORDINATOR

FLSA: Non-Exempt
Union: CLOCEA
Salary: $3,792 – $4,609 per month

JOB DESCRIPTION:

Under general direction, develops, plans, organizes, coordinate, and supervises community and recreation programs for a wide range of activities for adults, elementary, junior and high school age children. This position may provide technical staff assistance in the field of community and recreation programming and may be required to work nights, weekends, and certain holidays. It also requires flexing hours to limit overtime pay. This classification requires employees to work independently within a supervised framework of established and standardized policies and procedures and may at time; perform accounting and clerical duties for the Parks & Recreation Department.

CLASS CHARACTERISTICS:

The position is responsible for the developing, planning, supervising and participating in the day-to-day operations of a variety of community recreational activities and programs. The incumbent works within a framework of established program guidelines and is expected to perform the full range of recreation activity skills including organizing, coordinating, and participating in activities and monitoring program effectiveness. Adequate performance at this level requires the knowledge of departmental procedures and the ability to choose among a number of alternatives in solving routine problems.

SUPERVISION RECEIVED AND EXERCISED :

Receives general direction from the Finance Director. Exercises general and direct supervision over staff and volunteers.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only):

The City of Exeter reserves the right to add, modify, or reassign job duties and responsibilities as necessary to meet operational needs, consistent with applicable laws, regulations, City policies, and collective bargaining agreements. The City will provide reasonable accommodations to qualified applicants and employees with disabilities to enable them to perform the essential functions of their positions, unless doing so would impose an undue hardship, in accordance with the Americans with Disabilities Act (ADA), the California Fair Employment and Housing Act (FEHA), and other applicable laws.

- Plans, organizes, implements, participates, and evaluates a variety of youth and adult recreation programs and activities, including special events.
- Establish schedules and methods for providing recreation services, identify resource needs, review need with appropriate management staff, allocate resources accordingly.
- Recruits, trains and supervises recreation staff and volunteers.
- Participate in the implementation of approved policies and procedures, monitor work activities to ensure compliance with established policies and procedures.
- Conduct and supervise City special events.
- Schedules the use of park and school facilities for program activities.
- Works with local agencies and service organization to coordinate activities.
- Prepare periodic reports detailing the status of recreation program activities.

- Identify community needs and recommend appropriate recreation programs.
- Participate in the preparation and administration of the recreation program budget; submit budget recommendations; monitor expenditures.
- Maintains program records and files.
- Develops and maintains cooperative working relations with community organizations.
- Develops media releases, fliers and other promotional materials for program activities.

- Prepares purchase orders, payroll documents, and personnel forms.
- Collects, counts, tracks, and secures funds and purchases equipment for recreational programs.
- Receives and processes payments.
- Balances cash drawer, maintains records and submits cash for deposit.
- Respond to complaints and request for information.
- Meet with public groups, clubs, organizations, and agencies to explain and promote parks and recreation activities and programs to encourage community participation.
- Assist the public at the counter and answer telephone calls.
- May serve as staff liaison on various City recreation or community related committees and subcommittees as assigned.
- Performs related duties as required.

QUALIFICATIONS/REQUIREMENTS:

Knowledge of:

- Modern methods, techniques, principles, and procedures used in the planning, development and implementation of community recreation programs.
- Common recreational and social needs of youth and adult groups.
- Principles and practices of basic supervision.
- Laws, regulations, and rules affecting the provisions of recreation programs.
- Basic mathematics.
- Advanced record-keeping methods.
- Computer terminal operating methods and related software including word processing, spreadsheet, and database applications.

Skill in:

- Modern office methods, procedures, and equipment.
- Clerical accounting methods, forms and techniques.
- Preparation of promotional materials and flyers.

Ability to:

- Develop and administer a wide variety of recreation programs suited to the needs of the community.
- Establish and maintain effective working relationships with those contact in the course of work.
- Analyze, interpret, and explain policies and procedures.
- Communicate effectively both orally and in writing.
- Supervise, recruit, train and evaluate program staff and volunteers.

Education and Experience:

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

- Graduation from an accredited college or university with a Associate's Degree in Education, Child Development, Public Administration or related field and one year experience including responsibility for staff supervision, or
- Two (2) years of increasingly responsible professional experience in conducting organized recreation programs or activities; and graduation from high school or attainment of a G.E.D.

Licenses and Certifications:

- Possession of a valid and appropriate California's driver's license.
- Must have, or obtain within 30 days of hire, CPR & Frist Aid Certification.

PHYSICAL DEMANDS:

Must possess mobility to work in a standard office and/or recreational 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; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, reach, climb, and walk on uneven surfaces to participate in recreational activities; and push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions. Positions in this classification occasionally lift, move, and carry objects that typically weigh up to 35 pounds.

ENVIRONMENTAL ELEMENTS:

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances and will also work out in the field attending/supervising youth sporting events or City special events. Incumbents may be exposed to blood and body fluids rendering First Aid and CPR and are required to wear appropriate attire for the recreation activity to which they are assigned. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.