



Position Description

RECREATION SERVICES COORDINATOR

GENERAL PURPOSE

Coordinates the use of a Recreation Center or other assigned facility(ies) on a given shift, and assists in the planning, organizing, coordination and administration of community recreation programs for seniors, adults, and youth, including cultural arts, physical activities, special interest classes and summer programs.

SUPERVISION RECEIVED

Works under the immediate and/or general supervision of a Recreation Services Manager.

SUPERVISION EXERCISED

None generally. May supervise part-time recreation staff, special interest instructors, seasonal employees, and volunteers, as required and/or as assigned.

DISTINGUISHING CHARACTERISTICS

The Recreation Services Coordinator is an entry, non-professional level position in the recreational services support series. This position usually has a variable work schedule based on the hours the center is open .

ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only)

Assists in the development, scheduling and implementation of activities, classes and programs.

Opens and closes designated Parks & Recreation facilities and any other assigned facilities.

May set up tables and chairs for classes and programs.

May perform needed custodial and maintenance work as required.

Performs administrative office duties including reception and data processing; sets up and/or operates equipment for classes or programs.

Provides security for the recreation center and grounds as well as other assigned facilities.

Assists in the supervision of classes, workshops and activities for persons engaged in recreation programs and co-sponsored programs.

Assists in the selection, planning and implementation of community recreation programs, cultural arts, physical activities and special interest activities.

Responds to public inquiries about recreation programs made by telephone, correspondence, or during public meetings.

May assist in the preparation of a variety of brochures, calendars, letters, posters, news releases, flyers, and related communications regarding recreation programs.

May assist in the coordination of sports programs, registration of children for teams, collection of fees, acquisition of coaches, assignment of practice times, or distribution and collection of uniforms.

May assist in the scheduling of games and umpires for basketball, baseball, T -Ball, softball, men's slow pitch teams, soccer and other games.

May assist in the scheduling and implementation of various tournaments throughout the year, such as boy's basketball tournament, table tennis, men's slow pitch, tennis, women's volleyball, and co-ed volleyball tournament.

May assist in the planning and management of any concession related activities, including design, layout, operation, inventory, contracting and staffing.

May assist in the scheduling of activities at the Community Center.

Promotes interest and provides information regarding recreation programs to school officials, other recreation officials, community service groups, and the general public.

PERIPHERAL DUTIES

Serves as a member of various employee committees, as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school or possession of GED supplemented with an AA or AS degree from a two-year college or university with a degree in recreation or a closely related field.
- (B) One year related experience including community center use; or (C) An equivalent combination of education and experience.

Necessary- Knowledge Skills and Abilities

- (A) Considerable knowledge of recreation philosophy, planning and administration; Considerable knowledge of the equipment, facilities, operations and techniques used in a comprehensive community recreation program;
- (B) Skill in operation of listed tools and equipment; Skill in First Aid and CPR.
- (C) Ability to coordinate varied activities involved in a community recreation program; Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, community leaders, and the general public; Ability to communicate effectively orally and in writing.

SPECIAL REQUIREMENTS

Ability to obtain and maintain a valid California State Driver's License. First Aid and CPR certification.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing software; calculator, copy and fax machine; phone; mobile or portable radio; automobile or pickup truck.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals.

The noise level in the work environment is usually quiet while in the office, or moderately loud when in the field.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Effective Date: March 10, 1997

Resolution Number: 1997-18

Revision History: