



CLASSIFICATION SPECIFICATION RECREATION COORDINATOR

JOB SUMMARY:

Under general supervision, the Recreation Coordinator plans, organizes, administers, and promotes recreation, youth, adult, senior, and community services programs and events; assists with facility rentals and maintenance needs; assists in the preparation of written and promotional materials and information; and performs other related duties as assigned.

CLASS CHARACTERISTICS:

The Recreation Coordinator performs simple to moderately complex work in support of the Community Services Department. This class differs from a Recreation Supervisor due to the level of experience required, complexity of work performed, and level of supervisory responsibilities.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Administers assigned programs related to senior, adult, and/or youth classes, activities, workshops, sports, contract classes, special events, facility reservations, and other related programs; assists with special events in Community Services and other City departments; and maintains records and reports regarding new and ongoing recreational programs and services.
- Writes brochures, pamphlets, press releases, and flyers to promote recreational programs and events and assists in the organization and maintenance of website information.
- Organizes facility rentals including communicating with clients, reserving dates, processing contracts and fees, and overseeing facility set-up; maintains a master calendar for facility rentals; assists with the operation and maintenance needs of recreational facilities; and maintains an inventory of necessary supplies and equipment.
- Responds to inquiries, complaints, or requests for information and services from interested community groups and citizens regarding facility rentals, recreational programs, events, and other services, and assists other employees in the performance of related tasks.
- Coordinates and organizes citywide special events; monitors the special event budget; and prepares and distributes publicity and marketing materials.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Theories, principles, and practices common to the field of recreation and leisure services, office administration practices and procedures, and City department policies and procedures.

- Correct English usage, spelling, grammar, and punctuation; business letter writing and other document preparation; modern office methods, procedures, and equipment, including the use of a computer, copier, facsimile machine, scanners, calculator, and various computer applications and software packages.
- Principles of fiscal, statistical, and administrative research and report preparation; records management principles and procedures including record keeping and filing principles and practices; methods and techniques of proper phone etiquette; and customer service and public relations methods and techniques.

Skills/Abilities:

- Understand community needs in a variety of recreation areas and successfully implement activities according to those needs, and correctly interpret and apply general administrative and department policies and procedures.
- Communicate clearly and concisely both orally and in writing, which includes using tact and discretion in dealing with sensitive situations and concerned people and customers.
- Understand and follow oral and written directions as provided; work at times with minimum supervision; create and edit a variety of documents; and organize and maintain office and specialized files.
- Establish and maintain an effective working relationship with fellow employees, the public, elected officials, and other departments and outside agencies.

Education and Experience:

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be:

- Bachelor's degree in recreation or leisure programs, public administration, or a closely related field.
- Two years of experience in recreation and community services including experience coordinating and facilitating programs and special events.
- Local government experience is desirable.

Licenses and Certifications:

- Possession of a valid Class C California Driver's License and ability to maintain a satisfactory driving record are required.

PHYSICAL DEMANDS:

- Ability to lift up to 25 pounds or more; sit, stand, squat, kneel, climb stairs, stoop, and walk for prolonged periods of time; and get from one location to another in the course of doing business.

WORK ENVIRONMENT:

- Work is performed in a standard office setting and at indoor and outdoor recreational facilities. Employee may travel to different locations and may be exposed to inclement weather conditions, noise, vibration, or dust. Noise level in the work environment is usually moderate to high and the employee may be exposed to loud talking and frequent interruptions from telephones, City staff, and/or members of the public.

NOTE:

The duties, skills, and demands described here are representative of those that must be met to successfully perform the essential functions of the job. When appropriate, reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Established Date: June 26, 2017