

RECREATION COORDINATOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under general supervision, develops, implements and supervises the day-to-day operations of a recreation program which may include teen programs, youth and adult sports leagues, senior programs or special events and related programs; assists with the hiring, training and supervision of volunteers; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS

The Recreation Coordinator is the journey-level class responsible for planning, overseeing and directing a recreation program; assignments may include teen programs, youth and adult sports leagues, or special events and related programs. This class is distinguished from the next higher classification of Recreation Supervisor in that the latter has more supervisory responsibilities and coordinates multiple and more complex recreation programs.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Develops, implements and supervises the day-to-day operations of a recreation program; assists with the preparation of the Department budget; recommends and monitors expenditures; purchases all supplies for assigned programs.
2. Responds to public inquiries about programs made by telephone, correspondence or during public meetings; develops a volunteer base; promotes public awareness of available activities through the media, newspapers, bi-annual Recreation Brochure and flyers; maintains contact with individual community members and various community groups.
3. Maintains records and reports on activities, attendance, supplies and other pertinent information for assigned recreation programs and activities; develops and recommends new programs; reviews and evaluates current programs.

Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

If assigned to Teen Programs:

- Plans, coordinates and supervises a variety of teen programs; analyzes community needs, develops appropriate programming, measures outcomes and adjusts programming to ensure the needs of the community's youth are being met.
- Plans, coordinates and designs special events and trips, such as dances, fundraisers, Leadership Workshop, etc.; oversees the Ceres Youth Commission; runs meetings with committee members; makes presentations involving the Ceres Youth Commission to Council; collects ideas on new programs and special events from committee members.
- Assists with meetings regarding the Skate Park; prepares agendas; takes minutes.

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If assigned to Senior Programs:

- Plans, coordinates, and supervises all related classes and programs; writes the Senior newsletter;; coordinates a variety of special events, including an annual Senior Health Fair.
- Coordinates, plans and instructs, or secures instructors for various classes, including Young At Heart, Senior Zumba, Boomer Girl Workout, crafts, cooking dance, and computer classes.
- Maintains the programming of the Senior Lounge, including the Pinochle Club and various other user groups

If assigned to Sports Programs:

- Develops, implements, evaluates and coordinates sports programs and leagues; schedules the various leagues and sports programs.
- Recruits, trains, and evaluates officials, coaches, and volunteers; supervises officials, coaches and volunteers.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Modern principles, practices and philosophies for administering teen, sport and senior programs
Appropriate behaviors of youth and how to gain cooperation
Counseling and working with at-risk youth
Senior community needs and programs
Methods and techniques of supervising volunteers
Basic principles of mathematics
Applicable federal, state and local laws, codes and regulations
Methods and techniques of scheduling work assignments
Standard office procedures, practices and equipment
Modern office practices, methods and equipment, including a computer and applicable software
Methods and techniques for record keeping, report preparation and writing
Proper English, spelling and grammar
Occupational hazards and standard safety practices

Ability to:

Plan, organize and coordinate recreation activities to suit the needs of the community's teens and seniors
Develop youth and adult sports programs
Develop, coordinate and direct multiple varied activities involved in teen, sport or senior programs
Work flexible hours, including evenings
Analyze assigned programs and develop and recommend appropriate responses
Learn more complex principles, practices, techniques and regulations pertaining to assigned duties
Perform mathematical calculations quickly and accurately
Interpret, explain and apply applicable laws, codes and regulations
Read, interpret and record data accurately
Organize, prioritize and follow-up on work assignments
Work independently and as part of a team

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Make sound decisions within established guidelines
Analyze a complex issue, and develop and implement an appropriate response
Follow written and oral directions
Observe safety principles and work in a safe manner
Communicate clearly and concisely, both orally and in writing
Establish and maintain effective working relationships

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

A high school diploma or equivalent.

Experience:

Two years of responsible experience in recreation, sports, teen or senior program coordination, or a related field.

License or Certificate:

Possession of an appropriate, valid CA driver license.

Possession of or ability to obtain an appropriate, valid CPR certificate.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Work is performed primarily in a standard office environment and at indoor and outdoor recreational facilities; travel to different locations; incumbents may be exposed to inclement weather conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces; incumbents may be required to work extended hours including evenings and weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in an office and recreation facility setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight (10-50 pounds); to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other recreation sites; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Bargaining Group: Miscellaneous

FLSA Status: Non-Exempt

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