

# Site/Park/Camp Recreation Coordinator

Under general supervision, assists in overseeing, supervising, and coordinating assigned recreation activities and operations within the Management Services Department; assists in planning and organizing special events associated with specific recreation programs; assists in supervising, assigning, reviewing, and participating in the work of part-time staff, part-time temporary seasonal employees, and volunteers responsible for providing assigned recreation program services and activities; and ensures work quality and adherence to established policies and procedures.

## **Examples of Duties:**

*The duties listed below 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 class.*

- Assists in coordinating and overseeing operational activities for assigned recreation programs, services and activities for various ages including adult and youth sports, skate park, teen program, senior programs, specialty classes, aquatics, camps, excursions, and related recreation activities.
- Participates in the development and implementation of goals, objectives, policies, and priorities for providing recreation services.
- Assists in recommending and implementing policies and procedures.
- Assists in coordinating and reviewing the work plan for assigned recreation services and activities; assigns work activities and projects; monitors workflow; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
- Assists in recruiting, selecting, training, motivating, and evaluating part-time staff, part-time temporary staff, and volunteers; provides or coordinates staff training; works with employees to correct deficiencies.
- Assists in the development and administration of assigned program budget. Assists in planning and organizing special events; orders supplies, and equipment as assigned.
- Assists in evaluating community needs and interests; prepares community surveys; assists in recommending new recreation programs to meet community needs.
- Assists in promoting and developing marketing campaigns; assists in the marketing of assigned recreation programs to the community; assists in designing, preparing, and distributing publicity including press releases, brochures, pamphlets, flyers, and printed schedules.
- Ensures facilities are safe and properly maintained in coordination with Public Works Department.
- Assists in compiling data in preparation of daily, monthly, and annual reports indicating attendance, sales, repairs, incidents, accidents, and participation in various programs; prepares and submits a variety of reports and memoranda on related subjects.
- Coordinates assigned recreation programs and activities with those of other programs, divisions, and outside agencies and organizations.
- May assist in overseeing and developing content for City's website.
- Monitors and ensures safety of the participants in programs.
- Performs related duties as required.

## **Knowledge of:**

- Basic operational characteristics, services, and activities of a recreation program; basic theories, principles, and practices in the field of recreation.
- Current trends in recreation/education/developmental programs; techniques of assessing program needs; program content for specialized community activities.
- Techniques used in public relations and customer services practices.
- Basic methods and techniques utilized in advertising and public information; basic program evaluation methods.
- Rules and equipment used in assigned recreation program area; basic accounting, purchasing, and budgeting practices.
- Research and report writing methods and techniques; basic project management skills.
- Local government organization and the functions and practices of a municipal recreation unit.
- Basic website updating techniques.
- Principles and procedures of record keeping and filing; basic principles of municipal budget preparation and control.
- Principles of supervision, training, and performance evaluation.
- Modern office procedures, methods, and equipment including computers and supporting software applications.
- Methods and techniques of first aid and CPR; appropriate safety precautions and procedures within the area of assignment; pertinent federal, state, and local laws, codes, and regulations.

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## **Ability to:**

- Assist in developing, planning, promoting, and implementing varied recreation programs; assists in preparing publicity concerning new or ongoing recreation offerings; elicit community and organization support for programs.
- Assist in recruiting, selecting, training, and evaluating part-time and seasonal staff; supervise, direct, and coordinate the work of lower-level staff.
- Assist in analyzing and evaluating community needs and work with community organizations in developing recreation programs; understand community needs in a variety of recreation areas and evaluate activities according to those needs.
- Assist in planning, organizing, and prioritizing tasks; exercise sound independent judgment within departmental guidelines.
- Follow oral and written instructions; interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.
- Respond to requests and inquiries from the general public.
- Assists in the preparation and administration of assigned budget.
- Operate office equipment including computers and supporting word processing and spreadsheet applications; prepare clear and concise schedules and reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

## **Licenses/Certificates/Special Requirements:**

- A valid Class C California Driver's License and the ability to maintain insurability under the City's Vehicle Insurance Policy.
- Possess or have the ability to obtain First Aid, CPR and AED certification.

## **Education/Training/Experience:**

### **A typical way of obtaining the knowledge, skills and abilities outlined above is:**

- Graduation from high school or GED equivalent, supplemented by college-level course work in recreation, business administration, public administration; or
- A closely related field and one year of professional recreation experience; or
- An equivalent combination of training and experience.

## **Physical and Mental Demands**

The physical and mental demands and work environment described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Physical Demands**

While performing the duties of this class, the employee is regularly required to work in a field environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb unusual heights on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information. Specific hearing abilities required by this job include hearing in the normal audio range with or without correction. Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **Mental Demands**

While performing the duties of this class, the employee must be able to use written and oral communication skills; read and interpret data, information and documents; interpret policies and procedures; use math and mathematical reasoning; learn and apply new information or new skills; work under deadlines with constant interruptions; and interact with the general public, outside organizations, business representatives, employees, and others encountered in the course of work, including occasionally dealing with conflict situations.

### **Work Environment**

The employee primarily works in a standard office setting with extensive public contact and frequent interruptions. The employee may also work in outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, solvents, toxic agents, chemicals, gases, electrical currents, and all types of weather and temperature conditions; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain.

Responsible To: Supervisor, Assistant Director