

October 2012

City of Rocklin

RECREATION COORDINATOR

Salary Range 23 (Public Service Employees)

DEFINITION

Under general supervision, plans, organizes, coordinates and provides direction and oversight for one or more recreation programs which may include senior programs, youth programs, sports, summer programs, arts and crafts, performing arts, special interest classes, special events, facilities reservations and rentals and other related community activities; oversees recreation and sports facilities, including athletic fields, swimming pool, tennis courts, recreation centers and parks on a seasonal or year round basis; performs a variety of administrative functions in support of assigned programs; may provide overall site supervision, and performs related work as required.

DISTINGUISHING CHARACTERISTICS

These positions in the Recreation Services series have lead, program coordination, administrative, and/or day-to-day operational responsibilities. Incumbents are responsible for overseeing, coordinating, and participating in the operations of an assigned recreation program. This class differs from the class of Recreation Supervisor in the latter is the full-supervisory-level class and is responsible for the supervision of the day-to-day supervision of day-to-day operational responsibilities of multiple and/or complex programs within the Recreation Division of the Public Services Department.

SUPERVISION RECEIVED AND EXERCISED

Incumbents report to a Recreation Supervisor or higher level class, and provide technical and functional direction over assigned staff.

EXAMPLES OF DUTIES, KNOWLEDGE, AND ABILITIES

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

- Coordinates, and participates in the day-to-day operations of assigned recreation program; organizes daily events, directs and monitors the work of support staff, volunteers, and participates in the implementation of a variety of program activities; may provide overall site supervision.
- Plans, organizes, and coordinates a variety of recreation service programs such as sports programs, sports camps, day camps, contract classes, special events, and facility rentals designed to provide services for a wide variety of age groups and special populations.
- Participates in the selection of part-time staff, contract instructors, and volunteers; provides and coordinates training. Oversees work activities and performance and makes related recommendations.
- Provides input to program budget recommendations; monitors and controls expenditures; authorizes purchase requests for materials and supplies; assures adequate inventory of needed supplies.
- Assists with financial and statistical reports related to program attendance and revenues; benchmarks programs and services; compiles and analyzes trends; prepares other reports and administrative materials. Prepares cost estimates for assigned

programs; submits justifications for part-time and seasonal staff, materials, supplies and services; monitors and controls expenditures.

- Assists with the implementation of marketing plans for specific programs and services; promotes and markets a variety of existing and new recreation services; fosters public awareness of available services and programs.
- Provides technical and functional direction, training, orientation, and guidance to assigned staff; prepares weekly and daily schedules for all assigned personnel as directed; may prepare, provide input and assist with performance evaluations for part-time staff assigned to the program.
- Facilitates emergency drills and safety training of facilities; ensures off-site excursions, and meets City safety and liability requirements.
- Coordinates, and participates in the planning and implementation of recreation programs appropriate for the age groups of the participants, reflective of traditional theories and practices, and in compliance with Federal, State, and local laws, regulations, codes and guidelines.
- Maintains records and files on all participants; updates emergency and other pertinent information on a regular and as needed basis; where applicable, produces reports, handles money and tickets to various events.
- Promotes safety and renders first aid as required.
- Participates in program registration, including representing the assigned site and/or program and checking documentation for completeness.
- Participates in ensuring compliance with relevant health, safety, and licensing laws and guidelines; maintains and updates all records required by State and local regulatory agencies.
- Coordinates and participates in a variety of program operations and facility maintenance activities such as cleaning and sanitizing rooms, furniture, and play, and sports equipment, depending upon assignment.
- Coordinates various administrative functions such as processing and distributing supplies, processing accounts payable, running specific committees, assembling and distributing registration packets, coordinating all staff meetings, and special events.
- Answers questions and provides information to the public; investigates complaints and recommends corrective action as necessary to resolve complaints.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles and practices of organizing groups, programs and services in a recreation environment as well as, methods, techniques, procedures, and service delivery needs related to the program area(s) to which assigned.
- Procedures for planning, implementing and maintaining a variety of recreation and leisure activities And programs through community participation
- Recreational, cultural, age-specific, and social needs of the community

- Applicable Federal, State and local laws, ordinances, rules, regulations, codes and guidelines related to the program area(s) and facilities to which assigned.
- Basic principles of employee and volunteer supervision and training
- Safety principles and practices, including basic first aid and health/hygiene.
- A variety of games, sports, arts, crafts and other recreational activities appropriate to various ages and participants
- Recreation site management, including coordination with special instructors
- Record keeping principles and procedures and basic mathematics
- Modern office practices, methods and computer equipment.
- Basic budget preparation and monitoring, cash control and related accounting practices.
- Techniques for providing a high level of customer service to the public and City staff
- English usage, grammar, spelling, vocabulary, and punctuation

Ability to:

- Know and understand all aspects of the job on a continuous basis; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policies and procedures
- Plan, oversee, coordinate, review and evaluate a recreation program, as well as volunteers and staff
- Interpret, apply and explain applicable Federal, State and local policies, procedures, laws and regulations
- Respond to medical emergencies and injuries in a calm and effective manner, including providing basic first aid and/or adult and child cardiopulmonary resuscitation
- Organize work, set priorities and meet critical time deadlines
- Train staff and volunteers on work procedures and requirements
- Use English effectively to communicate in person, over the telephone, and in writing
- Operate modern office equipment including computer equipment and software programs
- Use tact, initiative, prudence, and independent judgment within general policy, procedural and legal guidelines
- Establish, maintain, and foster effective working relationships with those contacted in the course of work
- Meet the physical requirements necessary to safely and effectively perform the assigned duties

MINIMUM QUALIFICATIONS:

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

Equivalent to the completion of the twelfth (12th) grade and technical or college-level courses in recreation business, administration, liberal studies, physical education, public administration, or

a closely related field and five (5) years of work experience in recreation or closely related programs;

OR

An equivalent to an Associate's degree with major emphasis in recreation, recreation business, administration, liberal studies, physical education, public administration, or a closely related field and at least three (3) years of work experience in recreation or closely related program;

OR

Equivalent to graduation from an accredited four-year college or university with major coursework in recreation business, administration, liberal studies, physical education, public administration, or a closely related field; and, at least two (2) years of work experience in recreation or closely related program.

GENERAL QUALIFICATIONS

License Requirements:

- A valid California class C driver's license or higher with a satisfactory driving record is required at the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.
- Standard First Aid Certificate issued by the American Red Cross.
- CPR Certification.

Physical Requirements:

Incumbents appointed to this class 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; operate a motor vehicle and to visit various meeting sites; vision to read printed materials and a computer screen; 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; frequently bend, stoop, kneel, reach, climb, and walk on uneven surfaces to participate in recreational activities; push and pull drawers open and closed to retrieve and file information; occasionally lift, move, and carry objects that typically weigh up to 40 pounds.

Working Conditions:

Incumbents appointed to this class work primarily in an office and/or recreational facilities environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances; may be exposed to inclement weather conditions while performing some outdoors duties; 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; may interact with upset staff and/or public and private

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representatives in interpreting and enforcing departmental policies and procedures; may be required to work evenings, weekends, and holidays.

FLSA: Non-Exempt

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.