



RECREATION COORDINATOR JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Performs highly responsible and professional work in planning, coordinating, and directing a diverse program of municipal recreation and other related activities for all age groups. Provides technical staff assistance to the Recreation Commission. Provides advice on the development and management of current and future parks and park sites.

SUPERVISION:

Under the administrative direction of the City Manager or designee, the Recreation Coordinator plans, develops, promotes, coordinates and supervises City recreation programs under adopted policies and procedures.

EXAMPLES OF DUTIES:

1. Supervises and participates in the development and administration of the department budget.
2. Participates in the development, construction, maintenance, and management of City parks.
3. Selects, trains, motivates, and evaluates personnel; provides or coordinates staff development.
4. Represents the department to outside groups and organizations, participates in outside community and professional groups and committees, provides technical assistance as necessary.
5. Researches, prepares and submits administrative reports, studies, and grant applications, prepares written correspondence as necessary.
6. Analyzes community needs and prepares long-range plans to meet those needs.
7. Plans, administers, and directs a program of public recreation and leisure for all age groups and special populations including the design and development of new programs and services.
8. Meets and confers with the Recreation Commission, school representatives, and interested civic groups and organizations to promote and recommend programs and services to City Council.

KNOWLEDGE, SKILLS AND ABILITY:

Knowledge of philosophy, trends, principles, and techniques of community recreation administration; knowledge of principles of park development and maintenance; knowledge of program planning and techniques as related to parks and recreation; knowledge of principles of personnel management, supervision, and training; ability to work with the community and other departments on matters relating to parks and recreation; ability to supervise, train, and evaluate staff; ability to prepare and administer department budget; ability to read, understand, and apply complex written information; ability to compose correspondence, reports, and other written documentation; ability to understand and carry out oral or written instructions; ability to communicate clearly and concisely, both orally and in writing; ability to establish and maintain effective relationships with community organizations; and ability to deal with private and public entities and the public in general. Employee must have the ability to get along with co-workers and interact with the public. Employee must have the ability to drive a vehicle.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

Bending, stooping, kneeling, reaching, lifting and carrying approximately 40 pounds at waist high level. Frequent standing and walking required. High to moderate requirement for hand coordination, visual and cognitive abilities. Ability to hear clearly over distracting noise.

EXPERIENCE AND TRAINING:

Attainment of a bachelor's degree from an accredited college or university in recreation administration, parks administration, or related field. Three years of responsible experience in recreation, leisure related activities, program administration, and parks development, including supervisory experience. First Aid/CPR certification and California Class B driver's license required.

SELECTION GUIDELINES:

City application required; rating of education, certifications, and experience; oral interview, job-related tests; successful completion of pre-employment physical and Live Scan background check.

PROBATIONARY PERIOD:

Employees must complete twelve (12) months of probation at a satisfactory level prior to gaining permanent status.

The duties listed above are not intended to be all-inclusive. An employee may also perform other reasonable related duties as assigned by his/her immediate supervisor. This position is considered non-exempt.

This position description is subject to change by the City as the needs of the City and requirements of the position change, in accordance with applicable personnel rules and procedures.