



YOUTH RECREATION COORDINATOR JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

The Youth Recreation Coordinator is responsible for coordinating and scheduling activities and programs targeted towards children and youth. Provides staff and logistical support for events and programs at community facilities, parks, public places, and special community events. The Youth Recreation Coordinator reports to the Recreation Coordinator and assists the Recreation Department in providing a comprehensive recreation program for youth and adults.

SUPERVISION RECEIVED:

Under the direction of the Recreation Coordinator.

EXAMPLE OF DUTIES:

Plans, organizes, implements, and monitors youth recreation programs, special events, and specialty classes; tracks and maintains all necessary records; participates in setup and takedown activities for programs and events; prepares cost estimates and participation requirements for youth recreation programs, supervises part-time and volunteer staff; and performs other duties as assigned.

EDUCATION AND EXPERIENCE:

High school diploma required. Bachelor's degree preferred. Three years of increasingly responsible administrative, recreation programming, and clerical experience, including experience working with the public required. Experience in coordination of recreation activities or in a municipal recreation program desirable or any combination of education, training and/or work experience to demonstrate knowledge, skills, and abilities to meet the above minimum requirements. First Aid/CPR certification, Lifeguard certification, and California Class B driver's license required within six months of employment.

KNOWLEDGE, SKILLS AND ABILITIES:

Principles and practices of youth program development, promotion, and implementation
Identify trends and opportunities for new youth programs
Basic operations, services, and activities of facility management, rental and recreation services
Principles and practices of customer service
Basic mathematical and accounting principles
Basic marketing theories, principles and practices and their application to youth recreation
Creation of marketing materials for youth programs including flyers and newsletters
Office equipment and proficient use of computer programs

PHYSICAL DEMANDS AND WORKING CONDITIONS:

Communicate clearly and concisely, both orally and in writing

Maintain effective working relationships with those contacted in the course of work, including the general public, contractors and organizations

Take a proactive approach to problem solving

Manage multiple programs and activities

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

Walking or standing for extended periods of time, bending, stooping, kneeling, reaching, and lifting up to 40 pounds

Ability to hear clearly over distracting noise

Work hours include mornings, evenings, and weekends as needed

Drive a vehicle and maintain a satisfactory driving record

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 business 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.