



RECREATION CENTER COORDINATOR JOB DESCRIPTION
Open-Competitive Recruitment
(Salary: \$50,748 - \$61,692 Annually as of July 1, 2019)

GENERAL STATEMENT OF DUTIES:

Performs highly professional work in planning, coordinating, and implementing a diverse program of recreational activities at the Buellton Community Recreation Center with primary responsibility for the day-to-day operations of the Center. Works in cooperation with the Recreation Supervisor to provide a comprehensive recreation program for all age groups.

SUPERVISION:

Under the administrative direction of the Recreation Supervisor, the Recreation Center Coordinator plans, develops, promotes, coordinates and implements recreation programs under adopted policies and procedures.

EXAMPLES OF DUTIES:

1. Works cooperatively with the Recreation Supervisor to administer a comprehensive recreation program.
2. Plans, organizes and coordinates Recreation Center programming including activities for youth, adults, families, and seniors.
3. Maintains organized and professional public interface including participant contact and registration, facility scheduling and assorted clerical duties and program coordination with local organizations and individual instructors.
4. Works with appointive committees, the general public, business groups, service clubs and other community groups in exploring, creating, developing, financing, coordinating and implementing new program ideas.
5. Oversees a variety of recreational programs as required. Supervises part-time and volunteer staff.
6. Prepares and publishes recreation department advertisements, press releases and quarterly calendars.
7. Prepares correspondence, memos, reports and other written material as necessary and/or required.
8. Plans and coordinates annual recreation based community events.

KNOWLEDGE, SKILLS AND ABILITY:

Knowledge of philosophy, trends, principles and techniques of community recreation administration; 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 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; 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:

A bachelor's degree from an accredited college or university, preferably including coursework in recreation administration, parks administration, or related field. Two years of responsible experience in recreation, leisure related activities, program administration, including supervisory experience. First Aid/CPR certification and California Class B driver's license required within 6 months.

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.