



Job Description

Title:	Recreation Services Coordinator		Created:	September 2017
Salary Level:	29		FLSA Status:	Non-exempt
Supervisor:	Finance Director	Supervises:	Recreation Services Staff	
Job Family:	Recreation Services	Bargaining Unit:	Miscellaneous Employees	

JOB SUMMARY:

Under direction of the Department Head, develops, plans, organizes, implements, evaluates and directs operations and activities related to assigned community recreation programs; coordinates and manages the development and implementation of program guidelines, goals, objectives and procedures to enhance recreational activities for the community. Program areas may include one or more of the following: seniors, aquatics, special events, camps, classes, arts, and other related activities and programs. In addition, the Recreation Services Coordinator will train and evaluate the performance of assigned personnel.

Work is performed at a variety of community sites, including the Gene Bianchi community center, Gladys L. Lemmons senior community center, community swimming pool and other sites. Incumbents may be considered subject area experts in areas such as aquatics, senior activities, or may be program generalists.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The incumbent is responsible for the supervision and coordination of many recreation services and community service events. He/she typically works closely with department administrative staff and city management. The duties and responsibilities specified below are representative of the range of duties assigned to this class and are not intended to be an all-inclusive list.

- Coordinates, supervises, and performs a wide range of recreation services, programs and activities for community senior citizens, adults and youth; coordinates and supervises recreational support functions.
- Supervises the work of subordinate recreation program and/or other support staff; assigns, schedules, and directs work activities; trains and develops staff; monitors and evaluates work performance; recommends and implements disciplinary actions as needed; coordinates other personnel-related issues for assigned staff.
- Supervises and directs the work of volunteers and part time employees; recruits and selects volunteers and staff as assigned.
- Coordinates departmental financial and purchasing activities; helps prepare and administer assigned budgets; purchases equipment and supplies for assigned areas of responsibility.
- Helps administer service contracts; coordinates with external contractors to procure services as assigned; receives and processes invoices; monitors and tracks expenditures.
- Write and publish newsletters or other communication tools; construct and maintain department web pages; provide staff support to various City committees, commissions, and task forces.
- Responsible for overseeing and coordinating one or more large and complex recreation programs.
- Maintains overall management and oversight of the Community Swimming Pool, to include direction to the Pool Manager, recruitment, management of Lifeguards, and coordinating maintenance and upkeep.
- Performs other related duties as assigned.

Recreation Services Supervisor - Continued

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ABILITY TO

- Plan, coordinate, develop, and perform a wide range of recreational programs and activities.
- Supervise the work of subordinate community support staff and other staff.
- Oversee and direct the work of volunteers.
- Provide information to the public and other City staff regarding community facilities and programs.
- Prioritize and schedule work.
- Adhere to schedules and meet deadlines.
- Work evenings and weekends as assigned.
- Ensure the safety and well-being of community program participants.
- Arrange and contract for services that cannot be performed by City employees.
- Maintain up to date knowledge of laws and regulations pertaining to City community programs.
- Establish and maintain effective relationships with those contacted during the course of the work.
- Operate a computer and related programs and software.
- Maintain records and prepare reports.
- Communicate effectively, both orally and in writing.
- Build and maintain positive relations with the local community.
- Be self-motivated and able to effectively work with little to no supervision.

KNOWLEDGE OF

- The principles and practices of employee supervision.
- City community facilities and their uses.
- Budget preparation and control.
- Technical aspects of field of specialty.
- Record-keeping and report preparation techniques.
- City goals and objectives for community program setting.
- General principles and practices of public relations and marketing.
- Oral and written communication skills.
- The laws and regulations applicable to city community programs.
- The operation of office equipment and computer hardware/software, and Microsoft Word programs, to include Word, Excel, Power Point, Outlook, and Publisher.
- Inventory practices and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Health and safety regulations and procedures.

EDUCATION and/or EXPERIENCE

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

Possession of a high school diploma or general education degree (GED) and three or more years of progressively responsible experience in the recreation, community service, and/or aquatics field that included coordinating and implementing complex programs and activities, and working with or around senior citizens. Associates Degree or higher preferred.

Recreation Services Supervisor - Continued

CERTIFICATIONS AND LICENSES

- Possession of a valid California Motor Vehicle Operator's License and a good driving record.
- Possession or the ability to acquire CPR, AED, and First Aid certificate within six (6) months of employment.

LANGUAGE SKILLS

Ability to read and comprehend complex written instructions, correspondence, and memos; ability to write complex correspondence with correct English punctuation, spelling and grammar; ability to effectively present information in one-on-one and small group situations.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to deal with problems involving both concrete and fluid variables in standardized situations.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The **physical demands** described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, and use hands to finger, handle, or feel. The employee frequently is required to reach with hands and arms and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee primarily works in inside environmental conditions, but may occasionally be exposed to outside weather conditions. The employee frequently works with a video display terminal for prolonged periods. The noise level in the work environment is usually moderate.