

Definition: To coordinate all aspects of assigned program areas in the Recreation Department; to assume the responsibility for other programs as assigned; and to assist Department staff in other program areas and as support to the Recreation Services Manager. Work is performed independently or under general supervision depending upon assignment.

Distinguishing Features: This classification is distinguished from the higher level of Recreation Services Manager as it has single or dual responsibilities whereas the Recreation Services Manager has responsibilities for several programs.

Essential Duties: Depending upon assignment, the duties of the Recreation Coordinator include:

- Coordinating all segments of the assigned programs including: programming; scheduling; promotion; supervision of part-time staff and volunteers; and preparing the program budget.
- Determining programs to be offered consistent with budget and available staff; and confers with other management staff as appropriate.
- Scheduling and conducting program activities which encompass classes, special events and excursions.
- Promoting programs through newsletters, flyers, press releases, other material/media and the Recreation Activity Guide; provide information and assistance to citizens.
- Serving as staff liaison to community and professional organizations.
- Directing the work of part-time staff in terms of scheduling work hours, prioritization of work, approval of time off and, where applicable, conducting performance evaluations; supervise volunteers used in the program and as appropriate, assign them to other Division activities.
- Preparing the complete program budget for review, inclusive of revenue and expenditure projections.
- Participating in and/or coordinating other programs, activities and events as assigned.
- Providing information and assistance to the community in a variety of areas such as facility rentals, programs, registration and other community services.
- Serving in the absence of the Recreation Services Manager.
- Operating a variety of office equipment related to the above duties.
- Preparing and producing the entire Recreation Activity Guide or a portion thereof.

Special Requirements: Vision adequate to read and supervise program participants; ability to bend, stoop or crouch and have enough physical stamina to lift and carry up to 30 pounds; mobility to move tables and chairs for room setup; and assist in the mobility of a variety of clients. Speak clearly and understandable.

Minimum Qualifications:

Knowledge of: Principles, techniques and practices involved in the delivery of recreation services; programs and activities; techniques in promoting Division programs; safety standards and practices; basic principles of supervision and budget administration; and personal computer software and their applications.

Ability to: Acquire a thorough knowledge of Recreation Division programs and policies and a working knowledge of applicable Department and City policies and regulations; acquire a working knowledge of community services available in the County; effectively coordinate activities of the assigned program; relate to the needs and interests of the age group served and translate them into beneficial program activities; maintain a safe environment for participants; prepare and manage a program budget; communicate effectively both in writing and verbally; maintain effective working relationships with those contacted in the course of work; perform required physical duties; and work extended or irregular hours as necessary.

Experience and Training Guidelines:

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:

Education: Equivalent to possession of a Bachelor's Degree from an accredited college or university in recreation, gerontology, therapeutics or a related field. Directly related, full-time equivalent experience in the assigned program area may be substituted for the desired education on a year-for-year basis up to two years.

Experience: Two years of full-time equivalent experience in the delivery of recreation services with one year in the assigned program area.

License: Must possess and maintain a valid Class "C" California Driver's License with a satisfactory driving record.

Certificate: Must possess first aid and CPR certificates.