

**CITY OF MILLBRAE
CLASSIFICATION SPECIFICATION**

**RECREATION COORDINATOR
May 2019**

DEFINITION

Under general supervision, coordinates all aspects of assigned program areas, including programming, scheduling, promotion/marketing, program budget, and supervision of part-time staff; may assume responsibility for other program areas, as assigned.

DISTINGUISHING CHARACTERISTICS

Recreation Coordinator is distinguished from the Recreation Specialist by coordinating all aspects of assigned program areas, while the Recreation Specialist is responsible for a segment of the program.

SUPERVISION EXERCISED AND RECEIVED

Receives general supervision from supervisory or management staff in the Recreation Department. Provides supervision for part-time Recreation staff, as assigned.

DUTIES AND RESPONSIBILITIES

The duties listed below are illustrative only and are not meant to be a full and exhaustive listing of all of the duties and responsibilities of the position.

- Provides information and assistance to the community in a variety of areas such as facility rentals, programs, registration, and other community services; may be responsible for managing facility scheduling and bookings;
- Schedules, assists with, conducts, and/or manages contracted classes, camps, programs, activities, and events as assigned; may be assigned to ensure appropriate instructor licensing and insurance;
- May collect fees, verify invoices, and perform related tasks;
- Prepares and produces the entire Recreation Activity Guide, or a portion thereof;
- Directs the work of part-time staff in terms of scheduling work hours, training, prioritization of work, approval of time off, and, where applicable, conducting performance evaluations; supervises volunteers used in the program and, as appropriate, assigns them to other Division activities;
- Serves as staff liaison to community and professional organizations, as well as City committees and commissions;
- Coordinates all segments of the assigned programs, including programming, scheduling, promotion, supervising part-time staff and volunteers, and preparing the program budget;
- Determines programs to be offered, consistent with budget and available staff; and confers with other management staff as appropriate;
- Promotes programs through newsletters, flyers, press releases, other material/media, and the Recreation Activity Guide; provides information and assistance to citizens;
- Operates a variety of office equipment related to the above duties; and
- Performs related duties as assigned.

JOB-RELATED QUALIFICATIONS

Knowledge of: Principles, techniques, and practices involved in the delivery of recreation services,

programs, and activities; marketing and outreach techniques used to promote division programs; basic principles of supervision, training, and work coordination; safety standards and practices; basic principles of budget administration; computers and software used during the course of work; effective customer service techniques.

Ability to: Acquire a thorough knowledge of Recreation Department programs, policies, and procedures and a working knowledge of applicable 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 groups 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; provide effective customer service; maintain effective working relationships with those contacted in the course of work; effectively operate computers and software used in the work; perform required physical duties; and work extended or irregular hours as necessary.

EDUCATION AND TRAINING GUIDELINES

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

Education: Equivalent to graduation from an accredited college or university with a Bachelor's degree in recreation, gerontology, therapeutics, or a related field.

Experience: Two years of full-time equivalent experience in the planning and delivery of recreation services.

Licenses: Must possess and maintain a valid Class "C" California Driver's License with a satisfactory driving record. Possession of and ability to maintain a valid first aid certificate. Possession of and ability to maintain a valid CPR certificate.

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 understandably. May require to work nights and weekends as needed.