RECREATION COORDINATOR

CITY OF ST. HELENA
RECREATION COORDINATOR

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION:
Under direction, plans, implements, coordinates, supervises, schedules and evaluates recreation and leisure programs; works with community groups and individuals in providing programs; provides public information and markets programs; ensures quality of programs and safe work practices; maintains appropriate work records; serves as a technical resource for assigned personnel; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:
The Recreation Coordinator is the support staff responsible for the coordination and implementation of assigned recreation, cultural or related programs and services. Responsibilities are normally in a well-defined area or are in support of established activities and programs. This classification is distinguished from the next higher classification of Recreation Supervisor in that the latter has a higher degree of supervision and is responsible for overseeing all programs and operations, as well as possessing the administrative responsibilities for the department.

SUPERVISION RECEIVED/EXERCISED:
Receives direction from the Recreation Director. Exercises direct and indirect supervision over assigned staff.

ESSENTIAL FUNCTIONS: (include but are not limited to the following)
• Plans, implements, coordinates, supervises and evaluates recreation and leisure activities; coordinates and schedules recreation and other activities for children, youth, adult and other special populations; develops and schedules special events and activities.

• Markets recreational and leisure programs to the community; prepares and coordinates the development of event publicity, including press releases, flyers, pamphlets, brochures, visual displays, and public outreach at community meetings and schools.

• Supervises part-time, contractual and volunteer employees; assumes responsibility for motivating and evaluating assigned personnel; identifies training opportunities and needs; provides training programs for staff; develops schedules and work methods for performing assigned duties; ensures adherence to safe work methods, procedures and practices.

• Participates in the development of policies and procedures; recommends programs, activities and work methods to higher level personnel; maintains records and develops reports on new or existing programs; evaluates programs for effectiveness and efficiency.

• Attends and participates in organizational and community meetings; meets with school, business and community groups to create partnerships; works with community groups and individuals in the evaluation of recreational programs and activities; stays current on issues relative to the field of community recreation, leisure and senior citizen services; responds to and resolves community questions and concerns.
WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, kneeling, squatting and stooping in the performance of daily activities. The position also requires repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires both near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. Additionally, the incumbent in this position works outdoors in all weather conditions, including wet, hot and cold. The nature of the work also requires the incumbent to drive motorized vehicles. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS:  *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Recreation Coordinator**. A typical way of obtaining the required qualifications is to possess the equivalent of two years of increasingly responsible supervisory experience in the delivery of recreation or sports activities, and the equivalent of a 12th grade education. A college degree majoring in Recreation is preferred. Fluency in Spanish is helpful.

**License/Certificate:**

Possession of, or the ability to obtain, a valid class C California driver’s license; possession of, or ability to obtain CPR and First Aid Certification.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS’s necessary to perform essential duties of the position.)*

**Knowledge of:**

- Principles, practices, methods, equipment and materials used in the delivery of recreation and leisure activities; program content for specialized community activities; principles and practices of program and budget development, administration and evaluation; grant writing and administration; principles and practices of contract administration and purchasing; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.
Ability to:

Manage and oversee the delivery of recreation and leisure time activities; design, develop and implement recreation, leisure, nutritional, health and social programs suited to the needs of the community population assigned to serve; develop, coordinate, develop and conduct training programs for staff; plan, organize, train, evaluate and direct work of assigned staff; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing and software applications. Knowledge of Active.net preferred.