



Job Description

Title: Recreation Coordinator

Department: Recreation

Status: Exempt

Starting Wage: \$62-75/k

JOB SUMMARY:

Under general supervision of the Recreation Supervisor, the Recreation Coordinator is a supporting role to the Recreation Supervisor assisting with programing, budgeting, supervision and direct leadership as it pertains to Recreation activities including but not limited to, sports leagues, fitness, special interest, dance and art programs/classes, aquatics programs and other key leadership positions as determined by the Recreation Supervisor.

ESSENTIAL JOB FUNCTIONS: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

ASSISTANT DUTIES

- Assist Recreation Supervisor in planning, organizing, developing, scheduling and evaluating recreation and athletic programs.
- Assist with hiring, training, supervising, scheduling and evaluating part-time and seasonal personnel; assigns work as necessary.
- Provide budget input for recreation programs as assigned by the Recreation Supervisor.
- Inform the Recreation Supervisor in a timely manner as to any concerns regarding operations.
- In the absence of the Recreation Supervisor represents the District at functions, meetings, etc.
- Other duties as assigned by the Recreation Supervisor.

MANAGER DUTIES

- Manage activities to meet program objectives concerning quality, safety, and cleanliness.
- Coordinate volunteer requests from the community; recruit, train and supervise volunteer coaches and staff.
- Implement and collect program evaluations for programs.
- Oversee necessary requirements for team play such as scorekeepers, referees, umpires, field and facility use.
- Order and maintain authorized equipment for sports and exercise programs.
- Develop and submit playing schedules in advance of programs.
- Oversee team fees and collection.
- Oversee and update participant required forms.

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- Provide direct service to assigned or designated programs, such as but not limited to, youth and adult sports programs and leagues, classes, specialist interests and aquatics programs.
- Maintain attendance reports and activity reports.

REQUIRED KNOWLEDGE AND SKILLS:

- To successfully perform within work team dynamics.
- Knowledge of developmentally appropriate methods, practices, equipment and materials used in recreation programs.
- Perform physical work and/or athletic activity related to recreation programs participation in recreation or sports programs.
- Communication and public relation skills, including excellent customer service.
- Maintains a clear driving record with DMV.
- Knowledge of pertinent District policies and procedures, employee handbook (including safety program).
- Skill in general clerical duties including typing, keeping statistics, and graphic arts.
- Able to work with minimal supervision.
- Skills in planning, organizing and directing programs.
- Skill in following and effectively communicating verbal instructions.
- Skill in operating independently and as a team member.
- Skill in establishing and maintaining effective working relations with co-workers, staff and the public.
- Travel to various sites in the District to complete work activities.
- Work irregular hours, shifts or weekends.
- Conduct meetings and telephone conversations with staff, parents and community members.

EDUCATION, CERTIFICATIONS AND LICENSES:

- Proven responsible experience as a leader in a variety of recreational activities.
- A valid State of California class 'C' driver's license and a satisfactory driving record required.
- Possession of current First Aid and CPR certificates or obtain certification within 3 months of hire.

ENVIRONMENTAL FACTORS AND CONDITIONS/PHYSICAL REQUIREMENTS:

- Work is performed in an indoor and outdoor environment. Working conditions in the field exposed to variations in temperatures, dry, dusty, and humidity, high winds and rain.
- May be required to lift and carry items more than 50 pounds.
- Walk, stand, sit, kneel, crawl, bend and climb receptively or over a long period of time.

ADDITIONAL INFORMATION: Reports To: Recreation Supervisor

Direct Reports: Recreation Specialist, Instructors, Facility Attendants and seasonal staff

Approved April 2016 _____

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