



## PROGRAM 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 general supervision, the Program Coordinator oversees Recreation Center contract instructors and participants, assists in the daily operations of the Recreation Center, assists in Parks and Recreation Department special events, and will support all program areas as needed.

### DISTINGUISHING CHARACTERISTICS

This is an entry-level class in the professional recreation series.

### SUPERVISION RECEIVED/EXERCISED

Receives supervision from higher-level recreation positions. May exercise functional and technical supervision over lower-level and part-time recreation staff, volunteers, and contractors.

**ESSENTIAL FUNCTIONS DEPENDING ON ASSIGNMENT** (*include but are not limited to the following*)

- Oversee contracts, scheduling, payment, and direction of contract instructors
- Assist in the daily operations of the Recreation Center during weekday, evening hours
  1. Room set up/breakdown
  2. Opening and closing facility
  3. Registration
  4. Answering phones
- Assist in department Special Events
- Support program areas as needed
- Additional duties as assigned

**KNOWLEDGE/ABILITIES/SKILLS** (*The following are a representative sample of the knowledge/abilities and skills necessary to perform essential duties of the position.*)

**Knowledge of:** Philosophy, methods, and techniques used in planning and leading recreation and human service programs and activities; recreation equipment and materials; general office procedures; and principles of supervision and training.

**Ability to:**

- Plan, organize, direct, and supervise contract instructors.
- Keep accurate records and make necessary reports to supervisor.
- Responsible for end of each session financial reports.
- Communicate effectively with others including staff, participants, parents, and school district personnel both orally and in writing.
- Operate assigned equipment, including personal computer using all Microsoft Office programs.
- Make sound decisions in a manner consistent with the essential job functions.
- Explain recreation programs and policies with tact.
- Deal effectively with difficult people and with people of different cultures.
- Perform heavy manual labor including bending and stooping, including, but not limited to, room set up and break down and moving special event equipment.

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

**Education and/or Experience:**

- College Degree in Recreation, Liberal Arts, or related field preferred. However, applicants with one year of professional recreation experience in Recreation or related fields will also be considered.
- Minimum of 2 years of hands-on program experience.

**LICENSE or CERTIFICATES**

- Possession of or ability to obtain an appropriate valid California Driver's License.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS**

Ability to remain calm when dealing with pressure situations; deal courteously and effectively with the general public; and establish and maintain cooperative working relationships with those contacted in the course of work. Perform heavy manual labor including bending and stooping and the set up/break down of tables and chairs. Ability to sit, stand and walk for long periods of time daily, to lift a variety of materials and packages with various weights; twist upper body; see and hear well enough to keep up to date on recreation literature, follow instructions, hear phone and in-person conversations; work in a variety of outdoor conditions, and travel to different work site locations.

A711  
PROGRAM COORDINATOR  
NON-EXEMPT  
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