



## RECREATION COORDINATOR I

*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 Recreation Coordinator I plans and oversees Recreation contract instructors and participants, assists in the daily operations of the Community Center, assists in Parks and Recreation Department special events and programs, and supports all program areas as needed.

### DISTINGUISHING CHARACTERISTICS

This is the entry-level class in the Recreation Coordinator series. Employees within this class are distinguished from the Recreation Coordinator II by the performance of the more routine and standardized tasks and duties assigned to positions within the series. After receiving the appropriate training and guidance, employees at this level are expected to perform with a similar level of independent direction and judgment as a Recreation Coordinator II. Employees hired in this position may reasonably expect promotion to the Recreation Coordinator II class upon completion of at least one year's satisfactory service, and meeting the education requirements of the Recreation Coordinator II class.

### 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)*

- Plan and oversee program contracts, scheduling, payment, and direction of contract instructors.
- Assist with developing, organizing and evaluating recreation or leisure activities that respond to particular recreation needs of various age groups.
- Exhibit effective leadership and instruction skills in the recreation and social service activities for which they are responsible.
- Effectively communicates these skills and techniques to participants and staff members.
- May instruct and oversee recreation leaders, contract employees and volunteers in the performance of their assigned duties.
- Observe and take precautions to secure the safety of participants and spectators.

- Order supplies and equipment and coordinates deliveries.
- Schedule facilities to coordinate program activities and promote good inter-group relations.
- Coordinate maintenance and security; inspect for cleanliness, vandalism and maintenance problems.
- Open and secure facilities as needed.
- Prepare purchase orders and payment requests and other written materials.
- May serve as a liaison to community groups and organizations, neighborhood councils, parents, and school officials regarding recreation activities.
- Interview and select part-time staff and contract employees for duty in a variety of recreation programs and activities.
- Assist with preparing and developing program publicity, including brochures, fliers, press releases and newsletters.
- Perform a variety of office related functions including program registration, answering citizen inquiries both in person and on the telephone, and maintaining routine records and reports as required.
- Perform additional job 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, computer skills such as familiarity with Word, Excel, Publisher and PowerPoint; 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, commissioners, 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 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.

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NON-EXEMPT  
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