



RECREATION COORDINATOR II

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, Recreation Coordinator II incumbents are responsible for planning, coordinating, and implementing recreation programs in defined program units such as seniors, preschool, youth sports, adult sports, teens, special events, recreation camps, aquatics, and special interest classes. Duties may vary depending upon assignment.

DISTINGUISHING CHARACTERISTICS

Recreation Coordinator II is the journey level class in the Recreation Coordinator series. It is distinguished from the Recreation Coordinator I class by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the Department. Positions in this class are flexibly staffed and are normally filled by advancement from the Recreation Coordinator I class, or when filled from the outside, require at least one year of prior experience equivalent to that of a Recreation Coordinator I in the City of Burlingame.

SUPERVISION RECEIVED/EXERCISED

This position reports to a Recreation Supervisor and supervises recreation staff members and volunteers, as assigned.

ESSENTIAL FUNCTIONS *(Include, but are not limited to the following)*

- Develops, organizes and evaluates recreation or leisure activities that respond to particular recreation needs of various age groups.
- Exhibits 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.
- Instructs and oversees recreation leaders, contract employees and volunteers in the performance of their assigned duties.
- Observes and takes precautions to secure the safety of participants and spectators.
- Orders supplies and equipment and coordinates deliveries.
- Schedules facilities to coordinate program activities and promote good inter-group relations.
- Coordinates maintenance and security; inspects for cleanliness, vandalism and maintenance problems.
- Opens and secures facilities as needed.
- Assists with the preparation of the department's annual budget and makes recommendations for expenditures within area of assigned responsibility.

- Prepares purchase orders and payment requests and other written materials.
- Serves as a liaison to community groups and organizations, neighborhood councils, parents, and school officials regarding recreation activities.
- Interviews and selects part-time staff and contract employees for duty in a variety of recreation programs and activities.
- Prepares and develops program publicity, including brochures, fliers, press releases and newsletters.
- 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 programs, safety, first aid and CPR methods, recreation equipment and materials, general office procedures, computer skills such as familiarity with Word, Excel, Publisher and PowerPoint.

Ability to: Plan, organize, and lead activities effectively. Train and coordinate the work and activities of part-time and voluntary personnel and program participants. Keep accurate and legible records. Prepare reports, press releases and other written materials based on oral and written information. Effectively communicate with others and to assimilate and understand information in a manner consistent with the essential job functions. Keep current of changing needs within recreation and community and social service programs. Remain flexible in ensuring necessary modifications are made. Operate assigned equipment, including personal computer. Make sound decisions in a manner consistent with the essential job functions. To relate effectively with the public and display outstanding customer service skills

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

Education: B.A degree in recreation or other related field.

Experience: One year of responsible experience in the delivery of recreation and community service programs.

License/Certificate

A valid California Class “C” License issued by the State Department of Motor Vehicles.

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. Ability to work a flexible schedule; speak and write English effectively; and use independent judgment and initiative.

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.

A701
RECREATION COORDINATOR II
AFSCME 829 ADMINISTRATIVE UNIT
NON-EXEMPT
REVISED: AUGUST 2021