

CLASS TITLE: RECREATION COORDINATOR
Full-Time Non-exempt
Department: Recreation
Supervisor: Recreation Supervisor
Supervises: Seasonal Part-Time Employees and Volunteers

DEFINITION

Under the general supervision of the Recreation Supervisor, the Recreation Coordinator is responsible for a variety of recreational programming which may include afterschool care, youth day camps, youth sports, adult sports, and contracted classes.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists with hiring, training, supervising, scheduling, and evaluating of seasonal personnel and volunteers.
- Supervises condition of District facilities and reports any safety, repair and cleaning concerns appropriately.
- Provides marketing support for assigned programs through social media content, fliers, event attendance, and website.
- Prepares schedules, standings, reports, and other related administrative material as assigned.
- Enforces and/or recommends changes to policies and procedures for program operations.
- Inventories and orders equipment and supplies needed for program operations.
- Attends and speaks at community and school functions to promote programs.
- Provides good customer service and promptly addresses customer concerns.
- Willingness to work flexible hours, including weekends and evenings.
- May be assigned to support other operational needs when necessary.

QUALIFICATIONS

A mix of knowledge in:

- Modern theories, principles and practices in the field of recreation.
- Various sport rules and strategies for teaching youth and training coaches.
- Safety policies and procedures.
- Use of Microsoft Office, Adobe, design software, and recreation software.
- Preparation of reports, schedules and other related program materials.
- Public relations, customer service and conflict resolution.
- Analyzing problems, evaluating alternatives, and making creative recommendations.
- Establish, develop and maintain quality standards for facilities.
- Work independently in the absence of supervision.

EXPERIENCE AND EDUCATION

Equivalent to graduation from a four-year college or university with major coursework in recreation administration, physical education, leisure services, or a related field and one (1) year full-time or its equivalent of recreation experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as listed above.

SPECIAL QUALIFICATIONS

- Possession of a valid California Driver's License and good driving record.
- Obtain First Aid and CPR Certification within six (6) months of employment.

WORKING CONDITIONS

Physical conditions: Must possess mobility to work in a standard office and/or recreational facility setting and use standard office and/or recreation equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Must possess physical stamina to lift and move tables and chairs, arrange facilities for community events and/or meetings. Occasionally bend, stoop, kneel, reach, climb and walk on uneven surfaces. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 50 pounds.

Environmental Demands: Outside: Works outside in a variety of weather conditions ranging from cold rainy weather to +100° F. Inside: Works indoors in large buildings and gymnasiums.

Note: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an inclusive list of all duties, responsibilities and skills required of incumbents. In accordance with the Americans with Disability Act, reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential job functions.