



Recreation Coordinator

Class Specification

Revised 8/24

Class ID: 810

Unit: NAME

Probation: 6 Months

FLSA: Non-Exempt

DEFINITION

Under general supervision, assists in coordinating and implementing recreation and human services programs and events including sports, fitness, aquatics, and adult and youth education and development activities; coordinates, directs, and supervises the work of temporary and volunteer staff; performs a variety of routine to difficult clerical support services; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from the Recreation Supervisor or designee. Exercises supervision over part-time, seasonal, and volunteer recreation staff.

DISTINGUISHING CHARACTERISTICS

This paraprofessional classification will be assigned various duties depending upon assignment. Work involves planning and implementing a variety of office procedures and programming activities for all age groups. Incumbents assist with special projects, provide clerical support services, and promote excellence in customer service. The assigned duties require the exercise of good judgment within defined parameters. The employee's work hours may vary to accommodate recreation or human services programs activities. The Recreation Coordinator is distinguished from the next higher level of Recreation Supervisor, which has overall supervisory responsibility for multiple programs and activities, recreation sites, and full-time staff.

EXAMPLES OF JOB FUNCTIONS (Illustrative Only)

Monitor day-to-day operations of programs and events, including making site visits, handling and resolving complaints not requiring the attention of a supervisor, and ensuring that programs and events have required materials, supplies, and equipment.

Assign work, train, motivate, and evaluate assigned volunteers and other seasonal/temporary workers; assist with staff hiring and disciplinary processes.

Assist in organizing and directing recreation and/or human services activities including some daytime and overnight trips; work with instructors, presenters, and other service providers to plan, coordinate, and prepare schedule of approved activities.

Assist, teach, and arrange materials for required staff training; conduct class or activity instruction when needed.

Assist in leading special activities, Department special events as assigned, sports and physical fitness, aquatics programs, concessions operations, community outreach, lifelong learning, and cultural and social recreation activities; assist with special projects as assigned.

Prepare written reports, correspondence, and public information messages; perform routine office work including typing forms, reports, and other documents from drafts, notes, or brief instructions; create program flyers, brochures, guides, and newsletters.

Enter and retrieve registration and financial data; prepare data for studies, reports and recommendations; maintain records of participation, inventory of supplies, and equipment maintenance; oversee pools and related equipment (if assigned to aquatics).

Maintain and implement discipline and required safety precautions during activities; communicate plans, policies, and procedures to assigned staff and the general public; manage and monitor activities to prevent injuries and accidents.

Respond to emergencies; provide, and coordinate emergency response, administer first aid; evaluate and implement emergency and medical training procedures and policies for safety and security standards.

Interact with the public and City staff to provide customer service and information to respond to questions regarding recreation programs and activities; communicate plans, policies, and procedures to staff and the general public.

Assure effective and efficient use of supplies, equipment, personnel, materials, facilities, and time; may schedule public use of City recreational facilities; issue and ensure the return of recreation and other City equipment.

If assigned to Aquatics, perform aquatic skill audits; assure compliance with legal codes and requirements related to lifeguard procedures and emergency operations; monitor safety certificate expiration dates of lifeguard staff.

If assigned to Childcare, provide lead direction to Childcare instructors and ensure classroom coverage; lead facility tours and parent communication; oversee program requirements and registration; ensure compliance with California State Licensing requirements; and enforce childcare safety and health standards.

Attend meetings as assigned; may work with special community groups.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and methods used in planning, organizing, implementing, and evaluating a broad range of recreational activities or human services.
- Operation of a variety of word processing, spreadsheet, publishing software, and other applications required for position.
- Operation of standard office equipment including office computers and networks.
- Rules and regulations of recreational sports and physical fitness activities, if appropriate for assignment.
- Recreational safety rules and regulations and emergency action plans for aquatic programs and fitness activities.
- Equipment utilized for playground and sports related activities, if appropriate for assignment.
- Programs and services related to senior citizen activities, if appropriate for assignment.
- Programs and services related to aquatics activities, if appropriate for assignment.

- Pool health and safety requirements, if appropriate for assignment.
- Concessions operation, if appropriate for assignment.
- Social, cultural, community outreach, lifelong learning, and recreational activities for various age groups depending upon work assignment.
- Basic business mathematics.

Skill or Ability to:

- Supervise, train, direct, and review the work of volunteers and/or other assigned workers.
- Use initiative and sound independent judgment within established guidelines.
- Coordinate several activities involving a variety of groups.
- Communicate clearly and concisely, both orally and in writing.
- Use proper English grammar, spelling, and punctuation.
- Establish and maintain effective working relationships with co-workers, program participants, instructors, presenters, service providers, and the general public.
- Instruct and perform social, cultural, sports, and special activities.
- Operate an office computer and software applications in a manner appropriate to the position.
- Maintain accounting and program records for assigned activities.
- Understand, follow, and give verbal and written instructions to assigned volunteers and workers.
- Maintain filing and record keeping systems.
- Respectfully and effectively collaborate with a variety of people of varying backgrounds and roles. Demonstrate tact, professionalism, and diplomacy.

Education and Experience:

Any combination of education and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Possession of a high school diploma or equivalent, and three (3) years of experience in recreation, community service, or related field. Additional education may be substituted for experience on a year-for-year basis up to a maximum of one year. Completion of two years of college level course work (60 semester units) with an emphasis in recreation, community services, or related field is desirable.

When Assigned to Childcare:

Possession of a high school diploma or equivalent, successful completion of 15 semester or quarter equivalent units (12 core semester units in early childhood education/development, 3 semester units in administration or staff relations) of Early Childhood Education specified by Title 22 regulations from an accredited academic institution, completion of 15 hours of health and safety training and one (1) hour of a preventive health practices course or courses that include instruction in the recognition, management, and prevention of infectious diseases, including immunizations, and prevention of childhood injuries, and four (4) years of teaching experience in a licensed day care center or comparable group child care program.

Education from an accredited academic institution with a major in Early Childhood Education or Child Development may be substituted for experience as follows: an Associate's degree or equivalent may substitute up to two (2) years of experience or, a Bachelor's degree or equivalent may substitute up to three (3) years of experience.

License and Certificate:

- Possession of a valid driver license and a satisfactory driving record throughout employment.
- Possession of valid CPR/AED/First Aid and other certifications that will assist in facility or program operations are desirable.

When Assigned to Aquatics:

- Possession of, and ability to maintain, certification in American Red Cross Lifeguard Training, CPR for Professional Rescuer, First Aid, and Swim lesson instruction (Water Safety Instructor or equivalent).
- Possession of CPO/AFO certification within the probationary period and throughout employment.
- Possession of Lifeguard Training Instructor within the probationary period and throughout employment.
- Instructor training in Lifeguarding and/or swim lessons desirable.
- Water aerobics experience and/or certification are desirable.

When Assigned to Childcare:

- Successful completion of Pediatric First Aid and Pediatric CPR training within thirty (30) days of hire.
- Approved Mandated Reporter Training Certificate is required within thirty (30) days of hire.
- Tuberculous screening clearance within thirty (30) days of hire.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office and/or recreational facility setting and use standard office and/or recreational equipment, including a computer, and to operate a motor vehicle to visit and work at various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Must possess the physical stamina to lift and move tables and chairs and arrange facilities for community events and/or meetings. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Standing in and walking between work areas is frequently required. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 40 pounds with the use of proper equipment.

May be required to work a varied schedule of hours, which may include early mornings, evenings, weekends, and holidays, at a variety of City facilities.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions. When assigned to aquatics, direct exposure to hazardous chemicals and substances. Employees may also work in the field and are exposed to loud noise levels, cold and hot and humid temperatures, inclement weather conditions. Incumbents may be exposed to blood and body fluids rendering First Aid and CPR and are required to wear appropriate attire for the recreation activity to which they are assigned. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.