

RECREATION COORDINATOR I
RECREATION COORDINATOR II

DEFINITION

To plan and coordinate year-round sports leagues for youth and adults and recreation programs for children, teenagers, and adults; to coordinate, direct and plan a variety of recreational and facility use functions; to oversee and coordinate volunteers and volunteer opportunities; to assist organizations with planning and program development and community organizations and residents; and to assist with special events; schedules facilities and volunteers.

DISTINGUISHING CHARACTERISTICS

Recreation Coordinator I - This is the entry level class in the professional Recreation Coordinator series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Recreation Coordinator I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Recreation Coordinator II - This is the journey level class in the professional Recreation Coordinator series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

SUPERVISION RECEIVED AND EXERCISED

Recreation Coordinator I

Receives general supervision from the assigned supervisor; and may receive technical and functional supervision from more experienced staff.

Recreation Coordinator II

Receives direction from the assigned supervisor; and may receive technical and functional supervision from more experienced staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Perform work related to the development, planning, coordination and implementation of recreation programs including recreation summer and holiday camps and concert series events; oversee assigned departmental programs involving youth, teens, and adults.

Manage the day-to-day operations of the volunteer program including activities such as volunteer recruitment, training, and scheduling for services such as a volunteer driver program, senior home maintenance, special events, and house sharing programs.

Provide technical assistance to part-time staff and volunteers; inspect and evaluate work being performed; identifies problem areas and directs remedial actions to be taken; direct the selection, supervision and work evaluation of assigned part-time staff and volunteers.

Assure that required equipment, materials, and recreation staff are available at the proper time to support program operations.

Provide technical assistance to staff; identify problem areas and directs remedial actions to be taken.

Reserve, approve and schedule parks and athletic fields using recreation software.

Update league standings on-line.

Evaluate the effectiveness of the recreational programs and use evaluations and past program results to plan new programs.

Understand recreation program objectives and consistently translates these objectives into meaningful program activities on a day-to-day basis to maximize user satisfaction within budget constraints.

Review and process invoices and track expenditures; project program costs and determine the extent to which fees will be required.

Exhibit effective leadership and instructional skill in the recreation programs to which assigned.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Recreation Coordinator I

Knowledge of:

Methods and procedures for planning, scheduling and coordinating a variety of special events and sports activities programs and camps using recreation and other software.

City recreation program objectives.

Ability to:

Oversee and coordinate a variety of assigned departmental programs involving youth, teens, and adults.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

Assure that required equipment, materials, and recreation staff are available at the proper time to support program operations.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Learn relevant local, State, and Federal laws, rules and regulations related to area of assignment.

Utilize appropriate safety procedures and practices for assigned duties.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

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

Experience:

No professional experience is required.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in recreation, education, volunteerism, physical education, or a related field.

License and Certificate

Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Possession a CPR/First Aid certification is highly desirable.

Recreation Coordinator II

In addition to the qualifications for the Recreation Coordinator I:

Knowledge of:

Relevant local, State, and Federal laws, rules and regulations related to area of assignment.

Recordkeeping methods and procedures for invoicing and cost tracking.

Ability to:

Identify problem areas and directs remedial actions to be taken.

Schedule and approve use of facilities and update league standings on-line.

Experience and Training

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

Experience:

Two years of responsible experience similar to Recreation Coordinator I with the City of Healdsburg.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in recreation, education, volunteerism, physical education, or a related field.

License and Certificate

Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Possession of, or ability to obtain, a First Aid/ CPR certificate.