



Office of Human Resources
Recreation Center Coordinator - CA2906
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General Statement of Duties

Maintains the operations of a recreation center and coordinates facility usage, programs and activities held within the facility.

Distinguishing Characteristics

The Recreation Assistant assists with a variety of recreational and facility activities and functions, which includes assisting on the front desk, ensuring cleanliness of facility, and assisting with instruction of organized sports and physical activities.

The Recreation Instructor provides instruction to participants in organized recreational programs, classes, and activities, which includes developing curriculums and instructional plans, leading and teaching participants, and evaluating the effectiveness of programs.

The Recreation Services Representative is responsible for guest relations, which includes managing front desk activities and functions, supporting recreation center operations, membership enrollment, and assisting with inventory and maintaining records and files.

The Recreation Program Coordinator plans, coordinates, and implements citywide recreation programs, activities, and special events, which includes identifying community and customer needs, evaluating program effectiveness and participation levels, community outreach to recruit sponsors and market programs, and overseeing program budget activities.

The Recreation Center Coordinator maintains the operations of a Recreation Center and coordinates facility usage, programs, and activities held within the facility, which includes oversight of recreation center, ensuring safety and adherence to policies and procedures, identifying community and customer needs, and overseeing facility budget activities.

The Recreation Supervisor supervises the operations of a recreation center, which includes oversight of both recreational programs and facility activities and functions, implementing process improvements, performing the elements of supervision, coordinating special events and activities, and overseeing the recreation center's operational budget.

Level of Supervision Exercised

By position, supervises temporary employees or volunteers.

Essential Duties

Maintains a recreation facility including handling and resolving customer and employee complaints that do not require a supervisor, develops staff and facility usage schedules and coordinates programs and activities held in a Recreation Center.

Maintains supplies, equipment and materials for recreation activities, classes and programs

Ensures customers adhere to facility policies and regulations and assists the Recreation Supervisor in maintaining a safe environment.

Coordinates safety inspections and ensures all building issues are brought to the appropriate person's attention and the issues are resolved.

Monitors and provides general oversight of front desk operations and functions and assists in training staff on front desk procedures.

Recruits, hires, terminates, trains and coordinates the work of temporary recreation center staff or volunteers

Recruits coaches, instructors or volunteers for program activities held within a Recreation Center and collaborates with Recreation Program Coordinators to develop schedules for these programs.

Identifies community and customer needs and collaborates with Recreation Program Coordinators to implement programs in the Recreation Center.

Engages in outreach activities with the community, outside partnerships, and community organizations to secure acceptance and increased participation in Recreation Center offerings.

Administers and oversees facility rentals which include customer inquiries, scheduling and coordinating room set up and resolving conflicts that may arise. Administers P.L.A.Y. applications and determines percentage of assistance customers will receive.

Publicizes recreation programs and other offerings by creating, producing and/or distributing printed materials, contacting media and/or developing and maintaining web content.

Records data in budgetary and accounting records, creates requisitions and work orders, collects revenue and makes cash deposits.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Customer Service - Interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

Decision Making- Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.

Oral Communication- Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

Problem-Solving- Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Reading- Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Working with People - Shows respect for the views and contributions of other team members. Shows empathy, listens, supports, and cares for others, and reconciles conflict

Written Communication- Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

Knowledge & Skills

Knowledge of safety procedures and safety precautions to be able to provide a safe work environment for self and other.

Skill in developing and maintaining a variety of recreational activities for a wide range of age groups and special populations.

Skill in applying existing guidelines or recommending new approaches to the development and modification of work plans, methods and procedures for the work unit or function.

Education Requirement

Associate's Degree in Recreation, Leisure Management or related field.

Experience Requirement

Three (3) years of experience working in recreation, education or a closely related field.

Education & Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

By position, requires a valid Driver's License at the time of application.

Requires certification in CPR/First Aid within 6 months of probation.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Extreme cold temperature cold enough to cause marked bodily discomfort.

Extreme heat temperature hot enough to cause marked bodily discomfort.

Humid conditions with high moisture content to cause bodily reactions.

Noise sufficient noise to cause distraction or possible hearing loss.

Subject to many interruptions.

Subject to varying and unpredictable situations.

Subject to many interruptions and to varying and unpredictable situations in an indoor/outdoor setting.

Subject to many interruptions and to varying and unpredictable situations in an outdoor/indoor setting.

Subject to traffic, roadways, and pedestrians.

Level of Physical Demand

3-Medium (20-50 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Balancing: maintaining body equilibrium to prevent falling over.

Crawling: moving about on hands and knees or hands and feet.

Crouching: bending body downward and forward by bending legs.

Reaching: extending the hand(s) and arm(s) in any direction.

Standing: remaining on one's feet in an upright position.

Walking: moving about on foot on uneven surfaces.

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken word.

Eye/hand/foot coordination: performing work through using two or more.

Depth Perception: ability to judge distance and space relationships.

Far Acuity: ability to see clearly at 20 feet or more.

Field of Vision: ability to see peripherally.

Near Acuity: ability to see clearly at 20 inches or less.

Lifting: raising or lowering objects weighing no more than 50 pounds, from one level to another.

Background Check Requirement

Criminal Check

Employment Verification

Education Check

By position, Motor Vehicle Record

Licenses/Certification

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: A-617

FLSA Code: N

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: