



Office of Human Resources
Recreation Program Coordinator - CA2925
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General Statement of Duties

Plans, organizes and coordinates the development and implementation of citywide recreation programs, activities and special events.

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

Communicates and collaborates with Recreation Center Coordinators, partner organizations or city representatives to coordinate the use of facilities and implementation of programs that have been identified through collaborative efforts to meet the needs of the community and customers.

Organizes, administers and develops schedules for recreation programs, activities and events.

Recruits, hires, terminates and trains temporary employees or volunteers to achieve quality programming delivery.

Purchases supplies, equipment and materials for recreation activities, classes and programs.

Assists in the development and implementation of program policies and program standards.

Develops program curriculum, model, training and program resources for implementation.

Performs program pre-planning duties for assigned programs, classes and activities including written projection of costs and fees. Analyzes and creates reports of post program budgetary outcomes.

Coordinates with Recreation Center Coordinators to identify community and customer needs and interests, then assesses program responsiveness to these interests and initiates new programming elements and enterprises, including partnerships with other community based organizations.

Reviews and evaluates programs for effectiveness and participation levels; analyzes and uses findings to increase program participation and assist in the development of new classes, activities or programs.

Engages in outreach activities to secure community acceptance and increased participation in recreation programming.

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

Tracks expenses and assists with managing the budget related to the program area, records data in budgetary and accounting records and collects revenue.

By position, organizes, recruits sponsors, determines schedules and rosters for and/or administers the logistics of team league sport competitions and tournaments. Pulls permits for field usage for sporting events.

By position, determines schedules for a variety of recreation classes which includes fitness, arts & culture, active older adults, social enrichment and outdoor and adaptive recreation.

By position, assists with developing and managing the budget related to the program areas, program staff, and records data in budgetary and accounting records.

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 the objectives of a comprehensive planned community recreation program sufficient to be able to give assistance in planning, organizing and directing all activities of a comprehensive recreation program.

Knowledge of basic fundamentals and techniques of athletics, fitness, cultural/social activities, and/or arts and crafts sufficient to be able to perform a variety of duties related to the work assignment.

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 planning, coordinating and implementing recreation programs, activities, and special events.

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 at the time of application or by the completion 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 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: