



ATTACHMENT 3

July 2021
FLSA: Non-Exempt

RECREATION PROGRAM COORDINATOR

DEFINITION

Under general supervision, plans, organizes, coordinates, and provides direction and oversight for one or more recreation programs and/or facilities; implements programs which may include: youth programs, youth and adult sports, summer programs, special interest classes, and community events; monitors facilities for maintenance and safety concerns; provides administrative support and program assistance to management in area of expertise; fosters cooperative working relationships with various public and private groups; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management staff. Exercises technical and functional direction over part time staff or contractors. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Incumbents are responsible for inspecting, planning, scheduling, and directing the operations, reservations, and services of recreation facilities to ensure that facilities are safe and effective for various events and to provide the highest level of customer satisfaction for public use. Performs the full range of routine to complex program coordination, administrative, and/or day-to-day operational responsibilities. This class is distinguished from the Recreation Services Supervisor in that the latter is the full supervisory-level class and has overall program, budgetary, and administrative responsibility for multiple recreation activities and facilities or a comprehensive recreational program.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned services and programs; identifies resource needs; recommends and implements policies and procedures, including standard operating procedures for assigned programs and facilities.
- Plans, supervises, coordinates, reviews, and evaluates one or more recreation programs, activities, and/or systems at one or multiple sites; establishes schedules and methods for providing community and recreation services; recommends improvements or modifications.
- Supervises, coordinates, and participates in the day-to-day operations of one or more recreation programs and/or facilities.
- Assists in the recruitment and selection of staff and provides recommendations; provides supervision, training, orientation, and guidance to assigned staff; prepares weekly and daily schedules; provides input and documentation for performance evaluations.
- Works with community groups and residents in the development and coordination of recreation programs or services; oversees and coordinates scheduling of activities, games, and events.
- Develops requests for proposal (RFP), memoranda of understanding (MOU), license agreements, and professional services agreements (PSA) between the City, vendors, and non-profit organizations related to a variety of parks and recreation programs, services, activities, and facilities; ensures proper public

noticing consistent with City ordinance and regulatory requirements; routes agreements through appropriate internal City and department processes.

- Monitors contract agreements with service providers; recruits, hires, trains, and supervises contract employees.
- Coordinates the application and permitting processes for use of City facilities by outside organizations and the general public, and for special events; reviews applications and tentative use permits, and includes permitting conditions when necessary; reviews requirements with applicants to ensure compliance with permit conditions.
- Estimates costs of supplies and materials; orders supplies and materials for projects and activities; maintains records of purchase orders; assists in developing budget figures for specified areas; monitors expenditures and revenues.
- Researches available grants and makes recommendations to department management; drafts narrative for grant applications and ensures that required supporting documentation is included; coordinates these efforts with other divisions and City departments as necessary.
- Plans, staffs, supervises, and implements assigned special events.
- Acts as a representative to patrons and residents regarding questions, problems, concerns, and activities in the provision of recreation program operations, activities, and services.
- Participates in ensuring compliance with relevant health, safety, permitting, and licensing laws and guidelines; maintains and updates all records required by Federal, State, and local regulatory agencies including ensuring compliance for insurance and liability coverage.
- Travels to assigned program sites to monitor program activities.
- Monitors the proper and safe use of program facilities by the general public; patrols recreational facilities to ensure adherence to rules and ordinances; interprets and applies policies, procedures, laws, codes, and regulations; assists in education about the enforcement of rules and regulations.
- Creates marketing materials for recreational programs, including developing and preparing brochures, flyers, newsletters, and other materials; maintains and updates informational kiosks and websites as needed.
- Maintains accurate records of services and activities, including recreation schedules, program participation and analysis, revenues, expenditures, grants, contract programs, accidents, and vandalism.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training.
- Principles, practices, and service delivery needs related to the program area(s) to which assigned.
- Procedures for planning, implementing, and maintaining a variety of recreation and leisure activities and programs.
- Principles and practices of recreation program development, implementation, review, and evaluation.
- Recreational, cultural, age-specific, and social needs of the community.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to the program area(s) and facilities to which assigned.
- Principles and practices of program administration, including budgeting, purchasing, and basic supervision.
- Recreation site management and oversight.
- Safety principles and practices, including basic first aid and adult and/or child cardiopulmonary resuscitation (CPR) methods.
- Applicable safety precautions and procedures related to the program area(s) and facilities to which assigned.
- Principles and practices of basic public relations techniques.
- Principles and procedures of record-keeping, cash handling, and report preparation.

- Business arithmetic and statistical techniques.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Plan, oversee, coordinate, review, and evaluate recreation program operations and activities, as well as staff, contractors, and volunteers.
- Plan and prepare recreation activity schedules, staffing schedules, reports, and other related program materials.
- Understand the organization and operation of recreation programs and facilities necessary to assume assigned responsibilities.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Handle medical emergencies and injuries in a calm and effective manner, including providing basic first aid and adult and/or child cardiopulmonary resuscitation (CPR).
- Recommend and administer program and project budgets after approval.
- Make accurate business arithmetic and statistical computations; accurately process cash transactions.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with individuals; governmental agencies; community groups; various business, professional, and regulatory organizations.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

Equivalent to an associate degree in recreation or a related field and two (2) years of experience in recreation leadership and programs including at least six (6) months of lead or supervisory experience.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- Possession of, or ability to obtain, CPR and First Aid certifications.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office and/or recreation facility setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit 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. Standing in and walking between work areas is frequently required. 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 frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees predominately work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents partially work in the field and 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 upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Must be willing to work weekend and evening hours.