

## **HUMAN SERVICES ASSISTANT RECREATION COORDINATOR**

### **Job Summary:**

Under general supervision, reporting to the designated coordinator, assisting with in the performance of specialized professional work, in ~~Community Service programs~~, including but not limited to the Senior Recreation, Therapeutic Recreation, Early Childhood Education, Senior Services, and the Stroke Center activities. The Assistant will also perform related duties as required.

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### **Essential Duties and Responsibilities:**

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Plans, organizes, and coordinates recreational activities in specialized areas such as ~~elder-adult for youth to senior park programs, therapeutic recreation, community events, stroke center, fine arts, boys, girls, and adult sports, teen, pre-school, or senior citizen programs~~.
2. Reports on public response to existing programs, including information regarding attendance, schedules, expenditures, and utilization of supplies and equipment.
3. Processes and maintains records of permits.
4. Researches and Recommends new recreation programs and industry trends.
5. Enforces rules and regulations to assure the safety and welfare of participants.
6. Assists with budget preparation and monitors ~~community-service~~ recreation budget expenditures in specified areas.
7. Drafts promotional materials, correspondence, surveys and reports.
8. Supervises, trains, and evaluates program volunteers, interns and external personnel.
9. Provides information to and consults with the public.
10. Assists staff with information and duties related to committees, commissions and boards as assigned.
11. Maintain confidential information as it pertains to the job.
11. ~~Collects fees, financial recordkeeping forms, and remits monies collected to the Treasurer's office pursuant to City policies and procedures.~~
12. Assists with preparing and implementing periodic statistical reports and surveys pertaining to community service programs.
13. Performs related duties as required.

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### **Qualification Guidelines:**

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

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### **Education and/or Experience:**

Any combination equivalent to two (2) years of college-level courses in recreation or ~~An Associate's Degree in Human Services or related field and one (1) year of paid experience in recreation-Human Services, or if in a related field. Three years of~~ Commensurate experience in a related field may be substituted on a year-for-year basis.

### **Knowledge of:**

- Methods and techniques of developing and organizing group recreational-community services for youth to senior activities.

- Rules, practices, and equipment used in specialized recreation ~~community services for youth to senior activities.~~
- Principles of supervision, and training, and evaluation.
- ~~Program goals and objectives.~~
- ~~Program organization and development techniques.~~
- Resources for and needs available to special populations.
- Basic budgeting principles, procedures, purchasing practices and contract administration ~~and practices~~ procedures.
- ~~Basic purchasing practices and contract administration.~~
- Personal computer software and hardware. (Copy from HR Clerk job spec.)
- Office practices and procedures. (Copy from HR Clerk job spec.)
- General record keeping practices.
- Establish and maintain effective working relationships with others.
- Interpersonal skills, using tact, patience, and courtesy.

**Skill and/or Ability to:**

- Implement specialized recreational activities and evaluate community needs.
- Work weekends and irregular hours.
- Communicate effectively in writing and orally.
- Meet approved minimal physical and medical standards.
- Establish and maintain effective working relationships with others.
- Identify and address concerns and recommend appropriate action ~~analyze problems and take corrective action.~~

**License and Certificates:**

| Possession of valid California Class C driver's license ~~and must be insurable by the City's insurance carrier.~~  
Employee in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program, which confirms possession of a valid driver's license and reflects driving record.  
Possession of valid Red Cross standard certificates in First Aid and CPR.

**Physical Requirements and Working Conditions:**

Employee accommodations for physical or mental disabilities will be considered on a case-by case basis.

| Positions in this class normally require:

- ~~Require the m~~Mobility to stand, walk, stoop, kneel, crouch, reach and bend.
- ~~Require the a~~Ability to stand for long periods.
- ~~Require the a~~Ability to walk long distances.
- Perform ~~L~~ifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- May be required to work evenings, weekends and/or irregular hours.
- May be required to attend periodic evening meetings and/or travel in/out of district boundaries.
- ~~Maintain confidential information as it pertains to the job.~~
- May be required to use personal vehicle in the course of employment.