

Exhibit 4

City of Carson
Class Specification

City Council: Reso. No: 22-081
Bargaining Unit: AFSCME Local 809
FLSA: Non - Exempt

ASSISTANT RECREATION COORDINATOR (ENRICHMENT)

Job Summary:

Under general supervision from assigned Recreation Program Manager, assists in administration of the City's recreation enrichment program and related logistics; and to perform related duties as required.

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. Assists in planning and organizing of the City's recreation enrichment program and related logistics.
2. Response to inquiries to the program, including information regarding schedules, expenditures, utilization of facilities and equipment.
3. Keeps inventory and oversees the maintenance of all enrichment program equipment.
4. Enforces rules and regulations to assure the safety and welfare of participants.
5. Assists in the preparation and monitoring of the enrichment program budget.
6. Assists with development and execution of agreements for service providers.
7. Drafts promotional materials to promote the enrichment program and generate revenue.
8. Processes enrichment, collects fees, prepares financial recordkeeping forms, and remits monies collected to the Treasurer's office pursuant to City policies and procedures.
9. Assists in training, scheduling, and evaluating part-time employees.
10. Maintains routine records related to the rental of facilities and enrichment program equipment.
11. Attends various meetings and training seminars.
12. Orders equipment and supplies.
13. Performs related duties as required.

Qualification Guidelines:

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

Education and/or Experience:

1. Two (2) years of college level courses in recreation, education or closely related field.
2. And, one (1) year of experience assisting with and/or planning, and coordinating recreation services.
3. Additional relevant experience may be substituted for the required two (2) years of college on a year-for-year basis.

Knowledge of:

1. Applicable rules, practices, and procedures regarding the use of City facilities and equipment.
2. Principles of training and evaluation.
3. Programs' goals and objectives.

4. Program organization and development techniques.
5. Community resources, needs, and limitations.
6. Basic budgeting practices and procedures.
7. Basic purchasing practices and contract administration.
8. City organization, operations, policies, and objectives.
9. Office practices and procedures.
10. General inventory procedures and techniques.
11. Cash/payment receipt procedures.

Skill and/or Ability to:

1. Develop promotional strategies, techniques, and materials used in attracting the public.
2. Interpret, apply, and explain related rules, policies, and procedures.
3. Maintain accurate records and prepare clear and concise reports.
4. Schedule events and coordinate related equipment for enrichment events and programs.
5. Effectively communicate orally and in writing.
6. Effectively use a Window-based computer system, using Microsoft Office Suite, and an Online Registration software (i.e. ActiveNet)
7. Establish and maintain effective working relationship with others.
8. Train and lead staff.
9. Provide effective customer service

License and Certificates:

1. Possession of valid California Class C Driver License. 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.
2. Possession of valid Red Cross standard certificates in First Aid and CPR within the first year of employment.

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:

1. The work is regularly performed in a fast-paced work environment with many interruptions from telephones, employees and the public.
2. Walking, standing, kneeling, bending, reaching and lifting up to 50 pounds.
3. Direct interaction with program clients and other staff members through verbal, virtual and in-person means.
4. Required to work evenings and weekends.
5. May be required to work in inclement weather conditions.
6. May be required to work around loud noise.
7. May be required to work indoors and outdoors
8. May be required to use city and/or personal vehicle in the course of employment.