

Title: PART-TIME RECREATION COORDINATOR

Job Summary:

Under general supervision, to perform specialized professional work in recreation.

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 park programs, therapeutic recreation, aquatics, community events, fine arts, boy, 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, utilization of supplies and equipment.
3. **Research and R**ecommends new recreation programs **and industry trends.**
4. Enforces rules and regulations to assure the safety and welfare of participants.
5. Assists in budget preparation and monitors recreation budget expenditures in specified areas.
6. Drafts promotional materials, correspondence, **surveys** and reports.
7. ~~Supervises, trains, and evaluates personnel.~~ **May provide oversight to program volunteers and interns as required.**
- 8.
9. Provides information to and consults with the public.
10. 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 Experience:

Any combination equivalent to graduation from a community college with a degree in recreation or related field and approximately two (2) years of paid experience in the required specialty or related field. **Experience and/or education in a related field may be substituted on a year for year basis.**

~~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 activities.
- . Rules, practices, and equipment used in specialized recreation activities.
- . Principles of supervision and training.

- ~~Basic budgeting principles, procedures, and procurement purchasing practices.~~

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- ~~Modern office practices, procedures, and equipment including, but not limited to, personal computer and related software required (i.e. Microsoft Office, Adobe Acrobat, and Registration and Reservation software).~~
- ~~Interpersonal skills, using tact, patience, and courtesy (keep this sentence)~~

Skill and Ability to:

- Implement specialized recreational activities and evaluate community needs.
- ~~Work week ends and irregular hours. (Moved down to Working Conditions)~~
- 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.
- Must be fully computer literate and able to work in the following formats: *Microsoft Word/Office, Outlook, PowerPoint, Database Management (Excel or Access), Publisher* or other graphics program; must have outstanding communication skills (written and verbal) and must have the ability to work with culturally diverse groups and individuals (bilingual skills desirable).

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License and Certificate:

~~Possession of a valid California Class C III 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 is desired.

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 talking, hearing, and vision (which may be corrected) to read small print.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform work which is primarily sedentary and repetitive.
- Is subject to inside environmental conditions.
- May be required to work at a computer terminal for long periods of time.
- ~~Require the Mobility to stand, walk, stoop, kneel, crouch, reach and bend.~~
- ~~Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.~~
- ~~Ability to stand for long periods.~~
- May require prolonged walking when out in field.

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- ~~May require prolonged walking when out in field. (keep this sentence)~~ Require the Ability to walk long distances.
- ~~Perform~~ Lifting, pushing and/or pulling not to exceed 50 pounds
- May be required to work in inclement weather without effective protection from sun, cold and rain.
- May be required to work around loud noise.
- May be required to use personal vehicle in the course of employment.
- May be required to attend periodic evening meetings and/or to travel within and out of District boundaries to attend meetings.
- May be required to work evenings, weekends and/or irregular hours.

Nash and Company
July 1996