



JOB DESCRIPTION

RECREATION COORDINATOR

THE POSITION

Under general supervision of the Recreation Supervisor II or Director of Recreation, this position performs professional duties in developing, planning, coordinating, implementing, and supervising recreational activities, specialized program areas and community events. Position may also include programming, scheduling and oversight of RSRPD recreational facilities. Provides highly responsible and technical professional staff assistance in accordance with District policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Develops, plans, supervises, implements and evaluates recreational programs, events, and services for a specific community area, facility, and/or a District-wide program.

Prepares and oversees distribution of publicity materials and participates in preparation of seasonal activity guide.

Facilitates registration and monitors patron participation.

Assists with scheduling and monitoring of facility use.

Assists with development and administration of program and/or facility operating budgets and monitoring of expenditures.

Assists with recruitment, selection, scheduling, training, and continued evaluation of assigned subordinates, volunteers and contract instructors.

Prepares and maintains a variety of records, reports and correspondence.

Requisitions and maintains inventory of equipment, supplies and materials and monitors their use.

Issues and monitors field or facility permits and specialized certifications.

Drives to various sites to perform duties and may be required to transport materials.

Performs other duties as assigned.

EMPLOYMENT STANDARDS

Requires ability to: plan, organize and lead recreational programs; provide highly responsible and technical professional staff assistance in the development and conduct of specialized recreational programs in accordance with District policies and procedures; assume broad responsibility and exercise considerable independent judgment; execute excellent interpersonal and communication skills (oral and written); apply knowledge of marketing and promotional strategies; train, assist or directly supervise staff; work independently or as a team member; adapt quickly to new and changing situations; manage time and prioritize effectively through a wide variety of administrative tasks; utilize a computer for recreation registration and word processing software; and ensure the successful delivery of recreation programming for the public. Recreation Coordinators must be able to work schedules that vary by day and time due to the nature of recreation programming.

Education/Experience: Bachelor's degree from an accredited college or university is desired. Three or more years of applicable experience with an emphasis in leadership, public relations and recreational programming. Must be able to: solve problems and deal with a variety of variables in situations where only limited standardization exists; interpret a variety of instructions furnished in written or oral form; exercise sound independent judgment; and, provide excellent customer service to the many diverse participants. Requires proficiency in Microsoft Office Suite, internet research and use of social media to respond to the public and market recreation programs.

License and Certifications: A valid California driver's license and a good driving record are required. This position may also be required to obtain and maintain additional certifications such as; Adult CPR/AED, Infant/Child CPR, Red Cross Water Safety Instructor, Lifeguard Training, Instructor Trainer Certification and/or Pool Operator.

PHYSICAL REQUIREMENTS

It is expected that this position will require standing and walking approximately 40% of the time or more; frequent lifting, carrying and occasional push/pulling loads of up to 40 pounds; some bending and occasional kneeling/squatting, reaching overhead/stretching; occasional to frequent climbing stairs, some handling and dexterity and working on uneven terrain. The position will require the operation of general office equipment and District vehicles.

05/19