

RECREATION PROGRAM COORDINATOR

DEFINITION

To assist with planning, coordinating and supervising County recreational programs; to schedule staff, programs and the use of County-wide recreational facilities; to provide responsible clerical support for the Parks and Recreation Office; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Deputy Director, Parks and Recreation.

Exercises supervision over Recreation Leaders and seasonal workers.

EXAMPLES OF ESSENTIAL FUNCTIONS

Assists in planning, organizing and supervising County recreation programs and activities in the areas of aquatics, competitive sports, arts and crafts, and others.

Assists with the development and implementation of division policies and procedures.

Assists in the development of new recreational programs.

Schedules and coordinates the use of recreation facilities with County departments, outside organizations and individuals.

Registers participants for recreation programs and activities.

Interprets County and division rules, regulations, policies and procedures associated with recreational programs and activities.

Assists with the preparation of the division budget; tracks expenditures; collects, records and deposits various fees; prepares and posts monthly billings; prepares financial statements and reports as required.

Assists in interviewing, screening, hiring, training and supervising seasonal staff; assigns uniforms and keys; processes division payroll to the appropriate department.

Establishes and maintains accurate and complete division records; prepares and submits reports as required.

Assists in promoting division programs and activities to the public, including preparing publicity materials for public distribution.

Takes appropriate steps to help ensure the safety of all citizens that use County recreational facilities and properties, attend special events and take part in any activity offered by the division.

Monitors grounds and facilities for safety, hazard conditions and routine maintenance needs; coordinates facility maintenance needs with outside vendors and contractors; assists with and/or performs minor facility and grounds maintenance work as required.

May administer CPR or provide First Aid assistance to program participants and staff as necessary.

Assists in managing the County cemetery, performing such duties as assisting families in completing various required forms, assigning and coordinating the preparation of burial plots, coordinating the use of the chapel for services, and maintaining related records.

Performs general clerical work as required, including preparing reports and correspondence, copying and filing documents, entering and retrieving computer data, maintaining logs and records, answering the telephone, scheduling appointments and maintaining calendars, sending and receiving faxes, processing daily mail, ordering supplies and equipment, etc.

EMPLOYMENT STANDARDS

Knowledge of:

Pertinent federal, state and local laws, regulations, codes and ordinances.

Methods of planning, implementing and evaluating recreational programs.

Competitive sports programming for all ages.

Basic principles of supervision and training.

Budget preparation and financial record-keeping practices.

Routine building and grounds maintenance practices.

Modern office practices and technology, including the use of computers for data and word processing.

English usage, spelling, grammar and punctuation.

Basic business arithmetic.

Safe work practices.

Ability to:

Understand, interpret and apply pertinent federal, state and local laws, rules, regulations, codes and ordinances.

Plan, organize and direct a variety of office and recreation activities.

Understand and carry out oral and written instructions with minimal supervision.

Provide effective staff training and supervision as assigned.

Effectively coordinate and schedule resources and staff to perform activities and projects within time limits.

Analyze problems, identify alternative solutions, determine consequences of proposed actions and implement recommendations in support of goals.

Prepare budgets and effectively administer financial transactions.

Communicate clearly and concisely, both orally and in writing.

Interpret division projects and programs to the public.

Represent the division effectively in meetings with others and make presentations to various groups.

Establish and maintain effective working relationships with those contacted in the course of work.

Effectively use computers for word processing and records management.

Type accurately at a rate required for successful job performance.

Maintain accurate records and prepare clear and concise reports and correspondence.

Perform mathematical computations with accuracy.

TYPICAL WORKING CONDITIONS

Work is performed in an office and field environment. Incumbent travels to various work sites throughout the County, which requires exposure to traffic and construction hazards, machinery hazards, herbicides/pesticides, adverse weather conditions, temperature and noise extremes, wetness, humidity, heights, fumes, dusts, odors, solvents, grease/oil, toxic or caustic chemicals. Worker frequently works past normal office hours for meetings and other events.

TYPICAL PHYSICAL REQUIREMENTS

Requires the mobility to work in an office and field environment. Requires the ability to sit at desk for long periods of time and intermittently walk, stand, climb, balance, stoop, kneel, crouch, crawl and reach while performing office duties and/or field work; lift and/or move up to 50 pounds occasionally; use hands to finger, handle, feel or operate objects, tools and controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office and field equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

MINIMUM QUALIFICATIONS

Experience:

Two years of increasingly responsible recreation programming experience.

Education:

High school diploma or GED equivalent.

Additional Requirements:

Possession of a valid California driver's license. Under certain circumstances, the Personnel Director may accept a valid driver's license from another state if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

Ability to pass the California State Department of Justice fingerprinting clearance.

Possession of a valid CPR/First Aid certificate.

A current TB test.

Possession of a valid Water Safety Instructor certificate is highly desirable.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.