

CITY OF LOS BANOS
Job Description

POSITION TITLE	RECREATION COORDINATOR I RECREATION COORDINATOR II
DEPARTMENT	PUBLIC WORKS
DEPARTMENT CATEGORY	REGULAR
EMPLOYMENT LEVEL	STAFF

DEFINITION

To develop, organize and supervise recreational personnel and program activities; to recruit and train part-time, temporary, and seasonal program staff; and to assist with the planning and implementation of special events. Monitors and assists program contractors and contractual agreements.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Parks and Recreation Operations Manager or higher level management personnel. Recreation Coordinator I may receive general supervision from other assigned personnel.

DISTINGUISHING CHARACTERISTICS

Recreation Coordinator I:

This is the entry level class in the Recreation Coordinator series. Positions in this class typically have little or no directly related work experience. The Recreation Coordinator I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under general supervision while learning job tasks, progressing to direction as procedures and processes of assigned area of responsibility are learned. Unless a position is permanently allocated to the level I due to the nature of work, employees are expected to promote to the II level after meeting performance expectations and demonstrating the ability to perform the full range of duties assigned to the II level.

Recreation Coordinator II:

This is the journey level class in the Recreation Coordinator series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

EXAMPLES OF ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Reliable and dependable attendance and punctuality.
- Plan, create and distribute a variety of marketing and informational materials related to recreation programs and activities within the City.
- Conduct orientation meetings for part-time staff; assign and train part-time staff; and work with part-time employees to correct performance and/or program deficiencies.
- Assist with the hiring of part-time personnel necessary for programs, special events, camps and classes.
- Identify citizen needs; develop, implement and oversee recreational programs to meet those needs.
- Prepare program and activity reports; maintain a variety of records and databases.
- Prepares publicity for events, including news releases, flyers, pamphlets, and brochures.
- Register the public for recreational activities; respond to questions and provide information to the public.
- Maintains a working knowledge of the computer registration program.
- Track expenditures and provide input for program budget needs.
- Assist with the planning and implementation of special events, as required.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Attends mandatory coach/program meetings.
- Sets up and prepares for scheduled activities.
- Perform other related duties as assigned.

Recreation Coordinator I

Knowledge of:

- Principles and practices of office management, fiscal record keeping and scheduling.
- Personal computers including word processing, spreadsheets, and software used to produce marketing materials.
- Principles of customer service.

Ability to:

- Learn to develop, implement, supervise, and evaluate recreation programs and activities.
- On an intermittent basis, sit at desk for long periods of time; stand, walk, and bend while monitoring recreation programs; squat, climb, kneel and twist intermittently when setting up various recreation programs; perform simple grasping and fine manipulation; and lift for carry weight of 50 pounds or less.
- Understand, interpret and explain department policies and procedures; explain operations and problem solve office issues for the public and with staff. Create recreation programs within allocated budget.

- Operate recreation programs within an allocated budget.
- Organize, prioritize, and coordinate work responsibilities.
- Write concise reports and maintain accurate records.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work with a variety of people who have various needs, interests, and abilities.
- Communicate clearly and concisely, both orally and in writing.
- Write and speak in clear and grammatically correct English.
- Physically perform the essential job functions of the job.
- Work effectively with the public, commissions, and governing boards.
- Understand and follow both oral and written instructions.
- Work flexible hours including nights and weekends.

MINIMUM QUALIFICATIONS

- Must be age eighteen (18) by date of application.
- Completion of the twelfth grade.
- Possession of a valid California Class C driver license.
- Possession of certification in American Red Cross First Aid and Cardio Pulmonary Resuscitation (CPR) within three (3) months of appointment.

DESIRED QUALIFICATIONS

- Associate's degree in Recreation, or related field.
- One year of responsible recreation experience involving adult/youth sports.

Recreation Coordinator II

In addition to the qualifications of a Recreation Coordinator I:

Knowledge of:

- Principles and techniques used in developing and promoting recreation programs.
- Recreational, social, and cultural needs of the community.
- Technical knowledge of sports including, but not limited to, rules and equipment.
- Basic concepts of athletic facility management.
- Promotional techniques.

Ability to:

- Provide technical and functional supervision over assigned staff; effectively train and coach staff and volunteers.
- Coordinate, organize, and implement recreation programs and activities and special events.
- Monitor recreation programs to ensure compliance with related regulations, policies, and procedures.
- Exercise independent judgment and work with a minimum of supervision.
- Work flexible hours including nights and weekends.

MINIMUM QUALIFICATIONS

- Four (4) years of responsible recreation experience involving adult/youth sports.

DESIRED QUALIFICATIONS

- Bachelor's degree in Recreation, or related field.

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