

CLASS TITLE: RECREATION COORDINATOR

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for coordinating various activities of a recreation center program as outlined in the department's mission statement and other related assigned duties.

ESSENTIAL TASKS:

- Assists in coordinating the center program with the departmental program
- Directs and/or teaches an assigned activity of the center program, including ceramics, arts and crafts, teen/adult activities, sports and other special events
- Performs various clerical duties, including report preparation and record keeping
- Assists recreation center supervisor in leading, training and guiding assigned personnel
- Collects fees and enrolls patrons
- Assembles and disassembles various equipment
- Must report to work on a regular and timely basis.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in a field relevant to the essential tasks of this job description; or an equivalent combination of training and experience, per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Good knowledge of the principles and techniques employed in a public recreation program; good knowledge of the purposes of centers established to meet the leisure time and recreational needs of community groups; good knowledge of the facilities and equipment of organized public recreational programs; and good knowledge of first aid methods and safety precautions necessary in recreation work. Ability to organize, and secure the effective cooperation of community groups to determine special recreational needs; ability to train and lead volunteers and subordinates in recreation work; ability to instruct individuals in games, play, or group activities; ability to communicate effectively, both verbally and in writing; ability to build community partnerships to create programming; and the ability to understand and influence the behavior of others within the organization, customers or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone;; carrying up to 20 pounds frequently; occasional lifting up to 50 pounds; occasional pushing up to 50 pounds; occasional pulling up to 50 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, crawling, handling, feeling, climbing, smelling, and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Valid Oklahoma Class "D" Driver License, in some positions.

WORKING ENVIRONMENT: Working environment is primarily indoors and occasionally outdoors and in inclement weather.

Class Code: 2555

EEO Code: N-02

Pay Code: AT-23

Group: Cultural, Legal and Sciences

Series: Recreation

Effective Date: August 11, 2025