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 recreation center supervisor in leading, training and guiding assigned personnel
• Directs and/or teaches an assigned activity of the center program, including ceramics, arts and crafts, teen/adult activities, sports and other special events
• Interviews prospective employees
• Coordinates, schedules, publicizes, directs and evaluates various recreational activities and special events
• Assists in coordinating the center program with the departmental program
• Collects fees and enrolls patrons
• Performs various clerical duties, including report preparation and record keeping
• Assembles and disassembles various equipment
• Inspects facilities, equipment and program activities for safety and cleanliness
• Prepares requisitions and work orders for needed equipment and repairs
• Ensures compliance with City policies and procedures
• Interprets the recreation center program and department philosophies to groups, individuals, staff and volunteers
• Serves on recreational activities and safety committees
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 recreation or physical education; 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 subordinates in recreation work; ability to instruct individuals in game, play, or group activities; ability to communicate effectively, both verbally and in writing; 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; occasional lifting up to 50 pounds; occasional carrying up to 20 pounds; occasional pushing up to 60 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: None required.

WORKING ENVIRONMENT: Working environment is primarily indoors and occasionally outdoors and in inclement weather.
Group: Cultural, Legal and Sciences
Series: Recreation
Effective Date: May 8, 2003