



RECREATION COORDINATOR

DEFINITION

Under direction, plans, organizes, coordinates, and provides direction and oversight for one or more recreation programs which may include senior programs, youth programs, sports, summer programs, arts and crafts, performing arts, special interest classes, special events, facilities reservations and rentals, and other related community activities; oversees recreation and sports facilities, including athletic fields, swimming pool, tennis courts, gymnasiums, and parks on a seasonal or year round basis; performs a variety of administrative functions in support of assigned programs; may provide site supervision; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Recreation Supervisor or assigned supervisory or management personnel. Provides technical and functional direction over lower-level staff.

CLASS CHARACTERISTICS

This is an advanced journey-level classification responsible for performing specialized work related to assigned recreation programming including lead worker duties, program coordination, administrative, and/or day-to-day operational responsibilities.

This class is distinguished from the Parks and Recreation Supervisor in that the latter is the full supervisory-level and is responsible for the supervision of the day-to-day operational responsibilities of multiple and/or complex programs within the Parks or Recreation Divisions of the Parks and Recreation Department.

ESSENTIAL DUTIES

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

- Coordinates leads, and participates in the day-to-day operations of an assigned recreation program; organizes daily events, directs and monitors the work of support staff, volunteers, and participates in the implementation of a variety of program activities; may provide site supervision.
- Plans, organizes, and coordinates a variety of recreation service programs such as sports programs, sports camps, day camps, contract classes, special events, and facility rentals designed to provide services for a wide variety of age groups and special populations in compliance with federal, state, and local laws, regulations, codes and guidelines.
- Participates in the selection, training, motivation, and evaluation of part-time staff, contract instructors, and volunteers.
- Directs work activities of assigned staff; prioritizes and coordinates work assignments including developing weekly schedules; provides and/or coordinates staff training; reviews

work for accuracy; and may work with employees to correct deficiencies.

- Provides input to program budget recommendations; monitors and controls assigned program expenditures; authorizes purchase requests for materials and supplies; assures adequate inventory of needed supplies.
- Assists in researching, compiling, and preparing financial and statistical reports related to program attendance and revenues; benchmarks programs and services; compiles and analyzes trends; prepares other reports and administrative materials. Prepares cost estimates for assigned programs; submits justifications for part-time and seasonal staff, materials, supplies and services.
- Assists with the implementation of marketing plans for specific programs and services; promotes and markets a variety of existing and new recreation services; fosters public awareness of available services and programs.
- Maintains records and files related to program participants; updates emergency and other pertinent information on a regular and as needed basis; handles money and tickets to various events.
- Promotes safety and renders first aid as needed.
- Participates in program registration, including representing the assigned site and/or program and checking documentation for completeness.
- Participates in ensuring compliance with relevant health, safety, and licensing laws and guidelines; maintains and updates all records required by state and local regulatory agencies; facilitates emergency drills and safety training of facilities; ensures off-site excursions meet the City's safety and liability requirements.
- Coordinates and participates in a variety of program operations and facility maintenance activities such as cleaning and sanitizing rooms, furniture, and play, and sports equipment, depending upon assignment.
- Coordinates various administrative functions such as processing and distributing supplies, processing accounts payable, running specific committees, assembling and distributing registration packets, coordinating all staff meetings and special events.
- Answers questions and provides information to the public; investigates complaints and recommends corrective action as necessary to resolve complaints.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of organizing groups, programs, and services in a recreation environment
- Methods, techniques, procedures, and service delivery needs related to the program area(s) to which assigned.
- Procedures for planning, implementing, and maintaining a variety of recreation and leisure activities and programs through community participation.
- Recreational, cultural, age-specific, and social needs of the community.
- Applicable federal, state, and local laws, ordinances, rules, regulations, codes and guidelines

related to the program area(s) and facilities to which assigned.

- Basic principles and practices of leadership and training.
- Safety principles and practices, including basic first aid and health/hygiene.
- A variety of games, sports, arts, crafts, and other recreational activities appropriate to various ages and participants.
- Recreation site management.
- Record keeping principles and procedures and basic mathematics.
- Basic budget preparation and monitoring, cash control and related accounting practices.
- Modern office practices, methods, and computer equipment.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and programs, projects, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Plan, schedule, assign, and oversee the activities of assigned staff.
- Plan, coordinate, review, and evaluate assigned recreation programming.
- Apply City policies, procedures, and organizational priorities related to various recreational programs as needed.
- Train staff and volunteers on work procedures and requirements.
- Respond to medical emergencies and injuries in a calm and effective manner, including providing basic first aid.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Independently organize work, set priorities, and meet critical time deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.

Education and Experience

A combination of education and experience which would provide the required knowledge and abilities is qualifying. Note: education may not fully substitute for the required experience unless expressly stated herein.

Equivalent to the graduation from high school;

AND

Three (3) years of work experience in recreation or closely related programs.

College level coursework in recreation or business administration, liberal studies, physical education is desirable.

Licenses and Certifications

- Possession of, or ability to obtain and maintain, a valid California Class C Driver License and a satisfactory driving record is required. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, and to operate varied hand and power tools and construction equipment; the ability to operate a motor vehicle to visit various City sites and attend off-site meetings; vision to read printed material and view a computer screen; hearing and speech to communicate in person and over the telephone; finger dexterity to operate standard office equipment, operate above-mentioned tools and equipment, and access, enter, and retrieve data using a computer keyboard and calculator; possess the ability to bend, stoop, kneel, reach, and climb to perform work and inspect work sites; and possess the ability to lift, carry, push, and pull materials and objects weighing up to 40 pounds (anything in excess would require the use of proper equipment and assistance from other staff). Reasonable accommodations will be made for individuals on a case by case basis.

ENVIRONMENTAL CONDITIONS

Employees primarily work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may also work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibrations, mechanical and/or electrical hazards, and hazardous chemical substances and fumes. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Employees may be required to work evenings, weekends, and holidays, as well as participate in afterhours on-call assignments.

All City of Rocklin employees are designated as Emergency Service Workers during a proclaimed emergency and may be required to perform certain emergency services at the direction of the department and/or City.

This class specification should not be construed to imply that these requirements are the exclusive standards of each position as not all duties are necessarily performed by each incumbent.

Adopted	October 2012
Revised	February 2022
FLSA	Non-Exempt
Salary Schedule	AFSCME/Range 23