

RECREATION COORDINATOR

DEFINITION

Under general supervision, plans, organizes, coordinates, and provides direction and oversight for one or more recreation programs and/or facilities; oversees programs which may include: youth and senior programs, youth and adult sports, summer programs, special interest classes, and community events; operates recreation centers, sports fields, and facilities; provides administrative support and program assistance to the Recreation Supervisor; fosters cooperative working relationships with various public and private groups; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Parks, Trails & Recreation Director. Exercises technical and functional supervision over and provides training to staff, contractors, and volunteers.

CLASS CHARACTERISTICS

Incumbents in this classification provide program coordination, and exercise administrative, and/or day-to-day operational responsibilities of assigned programs. Incumbents are responsible for coordinating, and participating in recreation programs to ensure that City facilities, recreation programs, activities, and services are safe and effective and provide the highest level of customer satisfaction for public use. Responsibilities include inspecting and planning, scheduling, and directing the recreation program operations, activities, and services in a timely manner, and performing a wide variety of tasks in the operations and activities of one or more recreation program and/or facilities. This class is distinguished from the Recreation Supervisor in that the latter is the full supervisory-level class and has overall program, budgetary, and administrative responsibility for multiple recreation activities and facilities or a comprehensive recreational program.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the rights to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned services and programs; identifies resource needs; recommends and implements policies and procedures, including standard operating procedures for assigned programs and facilities.
- Plans, coordinates, reviews, and evaluates one or more recreation programs, activities, and/or systems at one or multiple sites; establishes schedules and methods for providing community and recreation services; recommends improvements or modifications.
- Coordinates, and participates in the day-to-day operations of one or more recreation programs and/or facilities.

- Assists in the recruitment and selection of staff and provides recommendations; provides supervision, training, orientation, and guidance to assigned staff; prepares weekly and daily schedules; provides input and provides documentation for performance evaluations.
- Works with community groups and residents in the development and coordination of recreation programs; oversees and coordinates scheduling of activities, games, and events.
- Monitors contract agreements with service providers; recruits, hires, trains, and supervises contract employees.
- Estimates costs of supplies and materials; orders supplies and materials for projects and activities; maintains records of purchase orders; assists in developing budget figures for specified areas; monitors expenditures and revenues.
- Updates, plans and conducts safety training and certification courses which may include first aid, cardiopulmonary resuscitation (CPR), and other courses for Recreation Services and City staff.
- Plans, staffs, oversees, and implements assigned special events.
- Acts as a representative to patrons and residents regarding questions, problems, concerns, and activities in the provision of recreation program operations, activities, and services.
- Participates in ensuring compliance with relevant health, safety, permitting, and licensing laws and guidelines; maintains and updates all records required by Federal, State, and local regulatory agencies including ensuring compliance for insurance and liability coverage.
- Travels to assigned program sites to monitor program activities.
- Monitors the proper and safe use of program facilities by the general public; patrols recreational facilities to ensure adherence to rules and ordinances; interprets and applies policies, procedures, laws, codes, and regulations; assists in education about the enforcement of rules and regulations.
- Creates marketing materials for recreational programs, including developing and preparing brochures, flyers, newsletters, and other materials; maintains and updates informational kiosk and websites as needed.
- Administers and trains staff in the use of the automated program for registrations and program fees; oversees rental and registration activities and ensures accurate record keeping for program receipts.
- Maintains accurate records of services and activities, including recreation schedules, program participation and analysis, revenues, expenditures, grants, contract programs, accidents, and vandalism.
- Performs other duties as assigned.

Duties when assigned to the Senior Services Programs:

- Develop, implement, and promote new programs and events of interest and benefit to older adults including recruiting new speakers and groups to teach, inform and entertain.
- Serve as a referral center for citizen inquiries and senior related questions particularly as they relate to county or federal programs or housing, home care, and transportation challenges
- Support the Lafayette Senior Services Commission; advertise public meetings; prepare and distribute agendas; and record minutes.
- Interface with county and local service organizations which have mutually beneficial objectives
- Stay current with the needs of older adults and respond to issues as appropriate.

QUALIFICATIONS

Knowledge of:

- Basic principles of employee and volunteer supervision and training.
- Principles, practices, 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.
- Principles and practices of recreation program development, implementation, review, and evaluation.
- Recreational, cultural, age-specific, and social needs of the community.
- Applicable Federal, State, and local laws, regulations, codes, and guidelines related to the program area(s) and facilities to which assigned.
- Principles and practices of program administration, including budgeting, purchasing, and basic supervision.
- Recreation site management and oversight.
- Safety principles and practices, including basic first aid and adult and/or child cardiopulmonary resuscitation (CPR) methods.
- Applicable safety precautions and procedures related to the program area(s) and facilities to which assigned.
- Principles and practices of basic public relations techniques.
- Principles and procedures of record keeping, cash handling, and report preparation.
- Business arithmetic and statistical techniques.
- Modern office practices, methods, computer equipment and computer applications.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for effectively dealing with individuals of various ages, various socio-economic and ethnic groups, and effectively representing the City in contacts with the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and City staff.

Ability to:

- Plan, oversee, coordinate, review, and evaluate recreation program operations and activities, as well as staff, contractors, and volunteers.
- Plan and prepare recreation activity schedules, staffing schedules, reports, and other related program materials.
- Understand the organization and operation of recreation programs and facilities necessary to assume assigned responsibilities.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Handle medical emergencies and injuries in a calm and effective manner, including providing basic first aid and adult and/or child cardiopulmonary resuscitation (CPR).
- Recommend and administer program and project budgets after approval.
- Prepare clear and concise reports, correspondence, and other written materials.
- Operate modern office equipment including computer equipment and software programs.

- Make accurate business arithmetic and statistical computations; accurately process cash transactions.
- Maintain accurate logs, records, and basic written records of work performed.
- Use English effectively to communicate in person, over the telephone, and in writing.
- 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.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of a two (2) year degree or equivalent education from an accredited educational institution with major coursework in recreation or a related field and two (2) years of experience in a recreation oriented setting. Graduation from an accredited four year college or university preferred.

Licenses and Certifications:

- Must obtain American Red Cross First Aid Certificate and CPR Certificate for infant, child, and adult within three (3) months of hire.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office and/or recreational facility setting and use standard office and/or recreation equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Must possess the physical stamina to lift and move tables and chairs, arrange facilities for community events and/or meetings. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, climb, and walk on uneven surfaces to participate in recreational activities; and push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 50 pounds.

ENVIRONMENTAL ELEMENTS

Employees may work in the field and are occasionally exposed to loud noise levels, cold and/or hot temperatures, vibration, confining workspace, chemicals, mechanical and/or electrical hazards. Incumbents may be exposed to blood and body fluids rendering First Aid and CPR are required to wear appropriate attire for the recreation activity to which they are assigned. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Must be willing to work a varied schedule of hours, which may include evenings, and/or weekends, as needed; ability to pass a comprehensive background check.