

ASSISTANT RECREATION COORDINATOR

DEFINITION

Under general supervision, plans, coordinates, organizes and leads recreation activities for After School Awesome (a 5-day a week care program for elementary age children) and Camp Awesome (a program available to children during school breaks including 10 weeks in summer); assists the Recreation Coordinator in marketing, special events, after school enrichment, and the Lafayette Youth Commission; 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 Recreation Supervisor or Coordinator. 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 Coordinator in that the latter has more program, budgetary, and administrative responsibility for recreation activities and facilities or a comprehensive recreational program as well as more years of experience in the specific programs offered.

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.

- Supervise and direct Recreation Leaders, including scheduling of shifts.
- Lead, teach, demonstrate, officiate activities such as group games, sports, and arts & crafts.
- Assist with the planning of the program curriculum.
- Oversee and direct daily operations, including assigning roles to Recreation Leaders and developing, promoting and implementing activities in the program.
- Supervise and assist in setting up all necessary equipment.
- Supervise and assist facility clean up.
- Supervise and interact with participants and parents.
- Supervise, model and monitor compliance with safety and sport / game / facility rules.
- Maintain attendance and activity records.
- Use recreation registration software for scheduling, enrolling participants and creating rosters
- Monitor and maintain equipment and supplies.
- Recommend and make supplies and materials purchases.

- Issue equipment and supplies and collect for storage.
- Provide information and direction on activities.
- Provide encouragement, feedback and counseling regarding participation.
- Participate in staff meetings and training sessions.
- Assist with seasonal departmental and Youth Commission events.
- Assist with marketing through emailers, flyers, and various social media outlets.
- Performs other duties as assigned.

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.
- Direct large groups of children through various games and activities.
- 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).
- 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 child/human development, education, teaching recreation or a related field. Graduation from an accredited four year college or university is highly desirable.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- 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 25 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

May be required to work a varied schedule of hours, which may include evenings, and/or weekends.

A Pre-employment tuberculosis test and continuous TB certification for working with minors is also required.