



CLASS SPECIFICATION

RECREATION COORDINATOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under direction from a Recreation Supervisor, plans, organizes, coordinates, promotes, implements, and evaluates the delivery of assigned recreation enrichment programs, activities, and/or classes at assigned City recreation facilities; provides administrative and technical support in the delivery of recreation and service programs, including maintaining appropriate work records; serves as a technical resource for assigned personnel; provides information and assistance to customers.

IDENTIFYING CHARACTERISTICS

The Recreation Coordinator is responsible for planning, organizing, promoting, implementing, and coordinating the delivery of assigned recreation service programs, activities, and classes.

This is a full-time lead worker position in the General City Service that guides and directs the work of subordinate part-time staff, particularly Recreation Specialist Supervisors and Recreation Specialist, and is represented by the Suisun City Employees' Association / SEIU.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Plans, organizes, coordinates, implements, and evaluates the delivery of assigned recreation and leisure services programs, activities, and classes; develops and coordinates schedules of activities.
2. Assesses community needs and interests; participates in the development of new recreation programs to meet community needs; develops curriculum.
3. Participates in recruiting, selecting, training, motivating, and evaluating assigned part-time, contractual, and volunteer employees; provides staff training; works with employees to correct deficiencies; evaluates assigned staff; initiates disciplinary procedures as appropriate.
4. Plans regular outings and trips for community participants; supervises and participates in the programming of special events.
5. Develops schedules and work methods for performing assigned duties; monitors work flow and work activities; ensures adherence to safe work practices, methods, procedures, and practices.
6. Supports front-line customer service staff; responds to and resolves difficult and sensitive inquiries and complaints.
7. Processes payroll for assigned staff.
8. Assists in the preparation and monitoring of assigned budgets; provides information for forecasting funds needed for staffing, equipment, materials, and supplies; recommends the purchase of necessary equipment and supplies; monitors expenditures.

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9. Markets and promotes assigned recreation and leisure programs, services, activities, and/or classes to the community; prepares and coordinates the development and distribution of marketing and publicity material including press releases, brochures, pamphlets, flyers, and printed schedules.
10. Administers agreements between City and a variety of community-based organizations.
11. Operates facilities; administers and coordinates keys and alarm codes; coordinates joint use agreements with other groups.
12. Monitors condition of assigned facilities and requests repairs as they become necessary.
13. Maintains records, statistics, program evaluations and other documents related to program activities/events; prepares and submits a variety of reports and memoranda on related subjects.
14. Serves as liaison to various boards and commissions; may provide input to an outside advisory committee.
15. Participates in the development and implementation of policies and procedures for providing assigned recreation services.
16. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of recreation.
17. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations and services of assigned recreation programs, activities, or classes.
- Methods and techniques of planning, organizing, implementing, instructing, and directing assigned leisure and recreation program, activity, or class.
- Recreational, cultural, and social needs of the community.
- Human services including health, education, and social services.
- Current trends in recreation/education/developmental programs.
- Techniques of assessing program needs.
- Program content for specialized community activities.
- Techniques used in public relations and customer services practices.
- Methods and techniques utilized in advertising and public information.
- Standard program evaluation methods.
- Basic methodology of organizing groups, programs, and services in the recreational setting.
- Rules and equipment used in assigned recreation program area.
- Principles and procedures of record keeping and filing.
- Principles and practices of fiscal, statistical, and administrative research and report preparation.
- Basic principles of municipal budget preparation and control.
- Basic principles of supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations.
- Modern office procedures, methods, and equipment including computers and supporting software applications.
- Methods and techniques of first aid and CPR.
- Appropriate safety precautions and procedures within the area of assignment.

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Ability to:

- Develop, coordinate, organize, and conduct assigned recreation programs, activities, events, or classes in assigned area.
- Prepare publicity concerning new or ongoing recreation offerings.
- Elicit community and organization support for programs.
- Recruit, select, train, and evaluate part-time, contractual, and volunteer staff.
- Direct and coordinate the work of part-time, contractual, and volunteer staff.
- Assess community needs.
- Understand community needs in recreational areas and evaluate activities according to those needs.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.
- Respond to requests and inquiries from the general public.
- Assist in the preparation and administration of assigned budget.
- Operate office equipment including computers and supporting word processing and spreadsheet applications.
- Maintain program related records, statistics, and documents.
- Prepare clear and concise schedules and reports.
- Respond to emergency situations and administer first aid and CPR as necessary.
- Demonstrate excellent customer relation skills.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by college-level specialized training in recreation, leisure studies, physical education, public administration, business administration, or a related field.

Experience:

Two years of increasingly responsible experience working in a recreation or leisure services program area.

License or Certificate:

- Possession of an appropriate driver's license.
- Possession of a certification in standard first aid and cardiopulmonary resuscitation.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office environment and at indoor and outdoor recreational facilities; travel to different locations; work and/or walk on various types of surfaces including slippery or uneven surfaces; incumbents may be required to work extended hours including evenings and weekends.

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Physical: Primary functions require sufficient physical ability and mobility to work in an office and recreation facility setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

APPROVED BY:

Tim Mattos, Interim City Manager

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