

RECREATION PROGRAM COORDINATOR

DEFINITION

Under supervision, the Recreation Program Coordinator is responsible for coordinating specific segments of departmental recreation programs. Assignments may include parks and playgrounds, youth sports, day camp, teens, senior citizens, preschool, handicapped and other related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Supervision is provided by the Recreation Programs Manager.

Responsibilities include supervision of part time staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Essential

Assist Recreation Program Manager in the recruitment and selection of part-time staff.

Assist with staff training.

Plan, organize and conduct city-wide special events.

Write publicity.

Prepare flyers and schedules.

Supervise program staff (May provide face to face leadership).

Important

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles, problems and techniques of:

Community Recreation.

Recreation Program Coordinator

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A wide variety of recreation activities.

General principles of community organization.

Ability to:

Help people learn social, cultural and physical skills.

Prepare and distribute publicity on Recreation offerings.

Assist in the training and evaluation of part-time staff.

Schedule and monitor working hours of part-time staff.

Communicate effectively, both orally and in writing.

Prepare and maintain a variety of records and reports.

Establish and maintain good working relationships with others.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of responsible Recreation experience, including some supervision of part-time staff.

Education:

Bachelor's degree in Recreation from an accredited college or university, or the equivalent in combination of education and work experience.

License or Certificate:

Possession and maintenance of a valid California Driver's License. California Park and Recreation Society Certification desirable.

Special Requirements:

Must have own transportation. Responsibilities will include some evening and weekend assignments.

PHYSICAL REQUIREMENTS:

The work requires a combination of the following physical requirements depending upon a given task, on a given day: between 3 and 8 hours of sitting, walking, face-to-face contact, conversations, and

public speaking; up to 3 hours of bending, crouching, stooping, kneeling, crawling, climbing, running, twisting, turning, reaching forward or overhead, grasping (firm and light), finger dexterity, hand-eye-foot coordination, driving, vision accuracy (far), verbal contact, telephone conversations; up to 3 hours of lifting or carrying 50 lbs. or less; up to 3 hours of pushing or pulling 10 lbs. or less; 3 to 6 hours of eye-hand coordination, vision accuracy (near), depth perception, accommodation, and field of vision.

MENTAL REQUIREMENTS:

The work requires a combination of the following mental requirements depending upon a given task, on a given day: interpreting instructions; standard problems; detailed, uninvolved instructions; one or two-step instructions; simple reading, writing, and math skills; coordinating, compiling, mentoring, negotiating, instructing, supervising, diverting, persuading, speaking-signaling, serving, taking instructions, setting up, driving; comprehending and following instructions; performing simple repetitive tasks to varied, complex tasks; maintain work pace; relate to others; influence others; generalize; evaluate; responsibility for direction.

WORK ENVIRONMENT:

Work is performed indoors and outdoors; slippery and uneven surfaces; using a computer and other office equipment; working alone; working around or with others.