
RECREATION COORDINATOR

DEFINITION

To assist in planning, implementing, coordinating, and evaluating recreation programs and events, including but not limited to Teen Programs, Youth Programs, , Aquatic Programs, Senior Programs, Adult Programs, promotional events, special events and excursions.

SUPERVISION RECEIVED AND EXERCISED

Direction is provided by the Recreation Supervisor or designee. Coordinator is responsible for providing supervision of assigned staff, and overall operations of a recreational facility or programs.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class; not an all-inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS

- Plan, implement, coordinate, and evaluate recreation programs, aquatics programs, special recreation events and services; publicize programs, events and services for youth, teens, adults, and seniors.
- Create activity schedules, budgets and promotional materials.
- Train, schedule and assign program staff and volunteers; assist in the development of staff evaluations.
- Assist with coordination and scheduling of the recreation or aquatics programs.
- Promote and maintain safety in the workplace.
- Maintain records and statistical data on programs. Issue, secure and maintain program equipment and supplies.
- Ability to work flexible hours.
- Ability to drive a large van to transport materials, and participants to various activities.
- Regular, predictable, consistent and timely attendance is an essential function of the position, in that Employee must be present to work to complete assigned tasks.

OTHER JOB FUNCTIONS

For all work assignments

- Enforce all rules and regulations and lead youth programs as assigned.
- Teach aquatic programs and perform lifeguard duties as assigned.
- Certify lifeguards when requested.

- Serve as staff in Department programs (i.e., Summer Camp, Senior Programs, Youth Programs, Teen Programs, and Adult Programs).
- Maintain recreation equipment.
- Work cooperatively with others.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Community resources adaptable to the development of community services programs for specified recreation programs.
- Principles of program coordination, training and evaluations.
- Emergency procedures, First Aid and CPR.
- Safety principles, practices and procedures.

Skill to:

- Apply First Aid methods and safety precautions related to assigned programs.
- Develop and maintain support for programs from the community and local organizations.
- Communicate clearly and concisely, both orally and in writing.
- Oversee train and evaluate assigned staff.
- Establish and maintain effective work relationships with those contacted in the performance of the required duties.
- Operate office equipment, including a personal computer.

Ability to:

- Develop cooperative public relations with the general public.
- Remain calm in stressful situations.
- Be consistent when enforcing rules and regulations.
- Maintain authority and control over programs.

When assigned to Aquatics:

The Recreation Coordinator will be responsible to perform lifeguarding duties, ensuring the safety of patrons, enforcing pool regulations, and responding to emergencies as needed. Additionally, they will need to train, certify, supervise and schedule lifeguards. During operating hours, on-site presence is required to ensure smooth operations and safety compliance.

When assigned to Youth Program(s) (i.e., Teen Programs, Youth Programs, etc.)

The Recreation Coordinator will be responsible for developing, coordinating, and supervising youth-oriented programs. Specific duties include:

- Planning and implementing recreational, educational, and enrichment activities tailored to different age groups.

- Recruiting, training, scheduling, and supervising program staff, volunteers, and instructors.
- Ensuring a safe and inclusive environment by enforcing program policies and addressing behavioral issues, as needed.
- May be required to perform lifeguard duties, as needed.

Minimum Education and Experience:

Education:

High School diploma or equivalent. Bachelor's Degree from an accredited college or university with major course work in recreation or a related field is preferred.

Experience:

Two (2) years of increasing responsible experience in the delivery of recreation services. A Bachelor's Degree may be substituted for one (1) year of experience.

License or Certificates:

When only assigned to recreation duties, the following is required and must be maintained during the course of employment:

- Required upon hire:
 - Valid California Driver's license
- Required within six (6) months of hire,
 - Possession and maintenance of a current American Red Cross First Aid Certificate or equivalent
 - Current American Red Cross Community CPR Certificate (or equivalent)

When assigned to aquatics (in addition to recreation programs), the following is required and must be maintained during the course of employment:

- Required upon hire:
 - Valid California Driver's license,
 - American Red Cross Lifeguard Training with CPR and First Aid (or equivalent)
- Required within six (6) months of hire,
 - American Red Cross Water Safety Instructor (or equivalent)
 - American Red Cross Lifeguard Instructor Trainer
 - First Aid for Public Safety Personnel (Title 22 equivalent).

ADA COMPLIANCE

Physical Ability: Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Heavy Work: Exerting in excess of 25 pounds of force occasionally, and/or in excess of 50 pounds of force constantly to move objects.

OTHER REQUIREMENTS

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with objects and people.

Environmental Factors: May be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, workspace restrictions, intense noises, and environmental dangers.