

## CITY OF RIVERBANK

### RECREATION COORDINATOR

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

#### **DEFINITION:**

Under general supervision, assists in the implementation of recreational programs for the residents of Riverbank, including adult and youth sports, citywide special events, senior citizen services, after school recreation programs, facility use, summer programs, summer food program, and open gym activities; performs other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS:**

The **Recreation Coordinator** is the journey level class responsible for assisting in the implementation of a wide range of recreational programs for the City. This classification is distinguished from the next higher classification of Recreation Supervisor in that the latter has supervisory responsibility for planning, implementing, and overseeing the recreations programs for the Recreation and Parks Department.

#### **SUPERVISION RECEIVED/EXERCISED:**

Receives general supervision from the Recreation Supervisor. May exercise functional and technical supervision over part-time staff and volunteers.

#### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Coordinates a variety of recreational programs, activities and special events, including youth and adult sports leagues, citywide special events, and senior citizen, after school, and recreational activities; provides supervision to program participants.
- Performs a variety of tasks involving the supervision of daily and minor maintenance of recreational facilities.
- Trains, schedules, and supervises volunteers and part-time staff; participates in recruiting, interviewing and selecting volunteers and instructors; coordinates or provides training as necessary; conducts performance evaluations.
- Conducts outside extension, public relations and media contact work; promotes the goals of recreation programs, events and activities; participates in developing fliers and other promotional materials.
- Maintains inventory and ordering of supplies and equipment for recreation and aquatic programs and facilities.

## RECREATION COORDINATOR

Page 2

- May work evenings and weekends as necessary; participates on several committees; attends workshops, conferences, and trainings.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

### **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in keeping records and preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents and acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and equipment weighing 25 pounds or more is also required. The incumbent may be exposed to fumes, dust, and air contaminants. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot, and cold.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

#### **Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a **Recreation Coordinator**. A typical way of obtaining the required qualifications is to possess the equivalent of two years of experience working with recreational programs, including one year in a supervisory capacity and an associate's degree in recreation or a related field. One year of experience in a supervisory capacity may be substituted for one year of education.

#### **License/Certificate:**

Possession of, or the ability to obtain, a valid Class C California driver's license. Possession of American Red Cross CPR Certificate and First Aid Certificate are required within six months of appointment.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

#### **Knowledge of:**

Modern principles, practices, methods, equipment, and materials used in the development of recreation programs and special events; program content for specialized community activities; marketing techniques for promoting recreation programs; methods and techniques of supervision, training, and motivation; basic principles of mathematics; applicable federal, state, and local laws, codes, and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices, and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and

## RECREATION COORDINATOR

Page 3

writing; proper English, spelling, and grammar; occupational hazards and standard safety practices.

### **Ability to:**

Implement a variety of recreation programs and special events; plan, organize, train, evaluate, and direct work of part-time staff and volunteers; interpret, explain, and apply applicable laws, codes, and regulations; read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

### **Skill to:**

Operate standard recreation tools; operate an office computer and a variety of word processing and software applications.