PARKS AND RECREATION COORDINATOR

Definition:

Under general supervision organizes, coordinates, oversees and participates in the activities of one or more parks and recreation programs at a community service center or other location; leads/oversees assigned staff and performs related work as required.

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

Plans, organizes, participates in and coordinates a variety of programs, events and activities to include after school tutoring, health fairs, job fairs and other neighborhood events at one or more assigned locations.

Provides outreach services to local neighborhoods and provides referral services for community center patrons as appropriate.

Creates, drafts and implements programs; evaluates programs and activities as assigned and makes recommendations for changes.

Schedules and monitors the use of facilities and ensures center security system(s).

Monitors the maintenance of facilities assigned including grounds and buildings.

Coordinates registration for various programs and the work of volunteers.

Leads assigned staff.

Explains Parks and Recreation programs, policies and procedures to the public and to staff as applicable.

Gathers data and prepares correspondence and reports as needed.

Attends a variety of meetings and makes oral presentations.

Solicits donations for center use/distribution.

Orders supplies and equipment and monitors expenditures for assigned activities.

Assists with budget development and monitoring and grant writing and monitoring related to area assigned.

Interacts with service groups and businesses as needed.

Operates a personal computer and uses applicable software.

Maintains computerized and manual records.

Lifts and carries boxes of supplies weighing 30 pounds or less.

Drives a vehicle on City business.

Other Duties and Responsibilities Include:

Performs other projects/tasks as assigned.

Class Characteristics:

Parks and Recreation Coordinator is a multi-incumbent class in the Parks and Recreation Department with duties related to the coordination of programs for a neighborhood community center/facility and/or coordination of a citywide program for a specific function.

Contacts and Relationships:

A Parks and Recreation Coordinator establishes and maintains contact with other Parks and Recreation staff, the public, local service groups and businesses. Additional contact will occur with staff in other City departments.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class include the following:

Knowledge of:

Parks and recreation programs related to the area assigned and methods of delivery.

Coordination techniques as applied to parks and recreation programs.

Customer service techniques.

Basic office and purchasing procedures and practices.

Basic project and facility management.

Methods of making effective oral presentations.

English usage and grammar.

Basic math.

Computer applications related to area assigned.

AND

Ability to:

Coordinate assigned park and recreation activities and programs.

Meet the public with courtesy and tact.

Maintain accurate financial and other records.

Understand and carry out oral and written instructions.

Establish and maintain effective relationships with those contacted in the course of work.

Communicate effective orally and in writing.

Operate a personal computer and use applicable software.

Assist in program/project planning and development.

A typical way to obtain the knowledge and abilities is as follows:

Education:

Graduation from high school plus two years of study at an accredited college or university towards a degree in Recreation, Business Administration, Public Administration, one of the social sciences or a related field.

AND

Experience:

Two years of experience in the delivery of parks and recreation programs in a public or not-for-profit agency to include some experience in program/project development.

Special Requirements Include:

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position.

Must be able to work a flexible schedule to accommodate City needs including weekends, evenings, holidays and overtime.

Non-Required Skills / Abilities / Experience / Certifications / Education Which may be Helpful or Preferred Include:

The ability to communicate in Spanish.

Physical Tasks and Working Conditions Include the Following:

Work is performed in an office environment and on-site in a parks and recreation facility or playground/open space. An incumbent sits stands, walks, kneels, crouches, twists, climbs stairs and inclines, reaches, bends and grasps, pushes, pulls, drags and lifts supplies and equipment weighing 30 pounds or less. An incumbent uses a computer, keyboard and related equipment, drives a vehicle on City business and may walk and stand on slippery and uneven surfaces. An incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Non-exempt.

Revised July 2006 and Title Changed from Human Services Coordinator.
Established April 2003 - Class Split from Community Services Coordinator.