RECREATION PROGRAM COORDINATOR

DEFINITION

Under direction of Recreation Supervisor, performs a variety of planning, administrative, and supervisory functions for regular recreation programs and for various special event activities. Assignments are generally on a part-time or intermittent basis.

EXAMPLES OF DUTIES

- Depending on assignment, plans and coordinates program activities for youth and adult sports, youth playground and tot activities, teen events, youth employment and work experience, volunteer services and various holiday and other special events.

- May be assigned to administrative functions such as handling facilities and parks scheduling and permits.

- Assisting in grant program administration and other administrative staff work.

- Participates in interviewing and selecting part-time personnel; supervises assigned part-time staff, including preparing and scheduling work assignments.

- Conducting staff training and performance evaluations; assists in developing public relations materials for assigned programs; coordinates program and facility usage with local community groups.

- Assists in preparing and administering program budget; maintains supply and equipment inventory as needed. Answers inquiries and provides other services to public.

QUALIFICATIONS

Knowledge and Abilities:

Knowledge of programming principles of assigned recreation function; ability to plan and schedule work assignments; ability to maintain records and prepare clear reports; ability to communicate clearly, orally and in writing, effective interpersonal skills.
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Experience and Education:
Possession of a Bachelors degree and the equivalent of two years full time experience implementing and conducting various recreation programs and activities.

Special Requirements:
Persons assigned as pool manager or other aquatic program functions must possess current Red Cross Water Safety Instructor Certificate and CPR Certification.

Other Requirements:
Must be in good physical condition and possess a valid California Driver’s license.

The above statements reflect the general details considered necessary to describe the principle functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.