



City of Newark, California

Class Code: 122
WP Code: f/class/reccord
Established: 7/99
Revised: 02/13/2003
EEO Code: PP

CLASS SPECIFICATION

RECREATION COORDINATOR

POSITION DESCRIPTION

Nature of Work: Under general supervision assists professional staff by coordinating and implementing recreation and human services programs and activities provides leadership for group activities and special events, directs volunteers and other workers; performs a variety of routine to difficult clerical support services; and related work as required.

Class Characteristics: This is a paraprofessional classification. The duties of an individual assigned to this class will vary depending upon assignment. Work involves planning and implementation of a variety of office procedures and programming activities for all age groups. Incumbents assist with special projects, provide clerical support services, and promote excellence in customer service. Duties require the exercise of good judgment within defined parameters. Employee's work hours may vary to accommodate recreation or human services programs being offered.

Essential Duties: Assists in organizing and directing recreation and/or human services activities including some day-time and overnight trips; serves in a leadership role for special activities, sports and physical fitness, aquatics programs, concessions operations, community outreach, life long learning, and cultural and social recreation activities; prepares schedule of approved activities; prepares written reports and public information messages; provides assistance on special projects as assigned; maintains discipline and encourages observance of required safety precautions during special events and activities; enters and retrieves registration and financial data; assigns work, trains, motivates, and evaluates assigned volunteers and other seasonal/temporary workers; interacts with program participants, volunteers, and other workers to stimulate interest and participation in programs; prepares data for studies, reports and recommendations; works with instructors, presenters, and other service providers in planning and coordinating activities; communicates plans, policies, and procedures to assigned workers and the general public; maintains records of participation, supplies, and equipment; assures effective and efficient use of supplies, equipment, personnel, materials, facilities, and time; may schedule public use of City facilities including the Community Center and the Silliman Activity Center; prepares reports and correspondence; performs routine office work including typing of forms, reports, and other documents from drafts, notes, or brief instructions; issues and ensures the return of recreation and other City equipment; attends meetings as assigned; may work with special community groups; and may conduct class or activity instruction.

RECREATION COORDINATOR

QUALIFICATIONS

Knowledge of:

Principles and methods used in planning, organizing, implementing, and evaluating a broad range of recreational activities or human services.

Principles and philosophies of general human behavior.

Operation of a variety of word processing, spreadsheet, and publishing software applications.

Operation of standard office equipment including office computers and networks.

Rules and regulations of recreational sports and physical fitness activities, if appropriate for assignment.

Equipment utilized for playground and sports related activities, if appropriate for assignment.

Programs and services related to senior citizen activities, if appropriate for assignment.

Programs and services related to aquatics activities, if appropriate for assignment.

Pool health and safety requirements, if appropriate for assignment.

Concessions operation, if appropriate for assignment.

Social, cultural, community outreach, life long learning, and recreational activities for various age groups depending upon work assignment.

Basic business mathematics.

Ability or Skill to:

Supervise and review the work of volunteers and/or other assigned workers.

Use initiative and sound independent judgment within established guidelines.

Coordinate several activities involving a variety of groups.

Train and direct part-time employees and volunteers.

Communicate clearly and concisely, both orally and in writing.

Use proper English grammar, spelling, and punctuation.

Establish and maintain effective working relationships with co-workers, program participants, instructors, presenters, service providers, and the general public.

Instruct and perform social, cultural, sports, and special activities.

Operate an office computer and software applications in a manner appropriate to the position.

Maintain accounting records for program activities.

Understand, follow, and give verbal and written instructions to assigned volunteers and workers.

Maintain filing and record keeping systems.

Experience and Training: Any combination of education and experience equivalent to a high school diploma, G.E.D., or California High School Proficiency Examination Certification and a minimum of three years experience in recreation, community service, or related field. Additional education may be substituted for experience on a year for year basis up to a maximum of one year. Completion of two years of college level course work (60 semester units) with an emphasis in recreation, community services, or related field is desirable.

Special Requirement: Possession of a valid California driver's license and a motor vehicle available for performance of duties. Position will require working some evenings, weekends, and holidays as assigned. When assigned to Aquatics, must possess current CPR/First Aid, Lifeguard, and Water Safety Instructor certifications.

RECREATION COORDINATOR

Physical Requirements: Ability to sit, stand, and walk for prolonged periods of time, bend, stoop, speak and hear. This class requires the use of hands and arms to operate a computer key board, grasp objects, and to reach. Employees in this class must occasionally lift and/or move up to 25 pounds when assisting in setting up for program activities. Additional physical abilities may be required for some recreational program activities.

Probationary Period: 6 Months

FLSA: Non-exempt