



City of San Bruno

CLASS SPECIFICATION

CLASS TITLE:

RECREATION COORDINATOR

DEFINITION:

To plan, develop, organize, coordinate and implement Recreation program activities; to provide expertise in program elements; and to perform a variety of professional and technical level tasks relative to community and recreation programming and may be required to work nights, weekends, and certain holidays. This classification requires employees to work independently within a supervised framework of established and standardized policies and procedures; performs other duties as required.

DISTINGUISHING CHARACTERISTICS:

The Recreation Coordinator administers the activities of special program areas such as community recreation programs for seniors, adults, and youth, including cultural arts, physical activities, special interest classes, summer programs and special events. This classification is distinguished from the next higher classification of Recreation Supervisor, which is the supervisory class responsible for the overall administration of programs.

SUPERVISION RECEIVED AND EXERCISED:

The Recreation Coordinator supervises and coordinates the activities of seasonal/temporary staff and volunteers. Receives general direction from the Recreation Supervisor or Recreation Manager as assigned. May exercise technical and functional supervision over clerical, technical and/or consultants, as assigned.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for recreation programs; implement policies and procedures.
- Plan, organize, implement, participate, and evaluate a variety of youth and adult recreation programs and activities, including, but not limited to sports and fitness, enrichment classes and camps, picnic and facility rentals, program and department marketing, volunteer programs, and special events.
- Establish schedules and methods for providing recreation services, identify resource needs, review need with appropriate management staff, allocate resources accordingly.
- Develop and promote robust program marketing material and digital/social media campaigns to promote City programs and services.
- Recruit, train and supervise recreation staff and volunteers.

- Participate in the implementation of approved policies and procedures, monitor work activities to ensure compliance with established policies and procedures.
- Plan, develop, conduct, and supervise City special events.
- Schedule the use of park and school facilities for program activities.
- Work with local agencies and service organization to coordinate activities.
- Prepare periodic reports detailing the status of recreation program activities.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for equipment, supplies, and services; monitor and control expenditures.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Represent function on committees, outside organizations, and at staff subcommittees as necessary, coordinate internet and intranet activities with other City divisions and departments and outside agencies.
- Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Respect and is sensitive towards the cultural and ethnic diversity of the community.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of excellent customer service.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Principles and practices of modern methods, techniques, principles, and procedures used in the planning, development and implementation of community recreation programs.
- Common recreational and social needs of youth and adult groups.
- Principles and practices of basic supervision.
- First Aid/CPR.
- Laws, regulations, and rules affecting the provisions of recreation programs.
- Basic mathematics.
- Advanced record-keeping methods.
- Computer terminal operating methods and related software including word processing, spreadsheet, and database applications.
- Principles of budget monitoring.
- Pertinent local, State and Federal laws, ordinances and rules.
- Modern office practices, methods, and computer equipment including relevant software programs for tracking program success as well as designing hardcopy and digital outreach material.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of excellent customer service.

Ability to:

- Organize, implement and direct community recreation program activities.
- Develop and administer a wide variety of recreation programs suited to the needs of the community.
- Interpret and explain pertinent City policies and procedures.

- Develop promotional materials and utilize social media for programmatic outreach campaigns.
- Assist in the development and monitoring of an assigned program budget.
- Develop and recommend policies and procedures related to assigned program activities.
- Be exposed to noise.
- Sit and stand for prolonged periods of time and in varying degrees of weather.
- Reach, kneel, bend and walk on slippery surfaces.
- Possess manual dexterity, clear (understandable) speech, visual and hearing acuity .
- Ability to actively participate in recreational activities (including games), and work outdoors in both heat and cold.
- Understand and carry out oral and written instructions and prioritize workload to meet deadlines.
- Read, write and comprehend the English language at a level necessary for effective job.
- performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishments of City goals, objectives and activities.

Education and Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge and abilities would be:

Possession of the equivalent to a bachelor's degree from an accredited college or university with major coursework in Education, Child Development, Public Administration or another field of study applicable to the responsibilities and requirements of this job class.

Two (2) years of progressively responsible experience in the development and coordination of programs, services, activities and events are required. Experience in recreation programs with the public is highly desirable.

Special Requirements:

Possession at the time of hire and continued maintenance of a valid California Class C driver's license and First Aid and CPR Certification is required.

Working Conditions:

Work is performed in an office setting, community center or activity site and/or in an outdoor environment in various types of weather, with frequent interruptions, deadlines, complaints, and peak workload periods. Position may require working nights and weekends. Incumbents may be exposed to noise, moisture, dust, vibrations, heat and cold. Basic cleaning of the facilities may include exposure to cleaning agents. Work may take place and require travel in a vehicle to and from off-site indoor and outdoor locations throughout the City.