

## CITY OF SALINAS

### RECREATION COORDINATOR

#### **BARGAINING UNIT/CLASS CODE:**

SMEA / Q06

#### **DEFINITION**

To plan, coordinate and direct recreation programs and activities in assigned program area or recreational center.

#### **DISTINGUISHING CHARACTERISTICS**

Recreation Coordinator is a journey level position in recreation. Positions in this class are responsible for the planning, coordination, supervision, and scheduling of a recreation center or assigned program areas.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Recreation Services Manager. Exercises general supervision over assigned employees and volunteer workers.

#### **ESSENTIAL JOB FUNCTIONS OF THE POSITION** Duties may include, but are not limited to the following:

Participate in planning, developing, and implementing recreation activities within a recreation program such as athletics or another area in recreation as assigned. Organize and schedule community service and leisure time activities such as special events and specialized programs. Assist in recruiting, hiring, training, supervising, evaluating, and disciplining assigned employees and volunteers. Prepare or coordinate the development of events and program publicity, including news releases, flyers, pamphlets, and brochures. Meet with individuals, community groups, school personnel and advisory groups to assure that programs and activities are meeting the needs of the community. Schedule work hours for assigned recreation staff. Participate in the preparation of the annual budget. Maintain records and develop reports to evaluate the effectiveness of new or ongoing programs. Recommend the purchase of necessary equipment and supplies. Perform other related duties as assigned.

#### **PHYSICAL AND MENTAL CHARACTERISTICS**

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines, and occasionally assemble games, toys and other small pieces of recreation equipment as required. Vision sufficient to detect and distinguish between different colors, read fine print and visual display terminals; hearing sufficient to conduct conversations occasionally over the noise from groups of people, in-person and using the telephone; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, occasionally in crowds of people and for addressing groups; physical agility to push/pull, squat, twist, turn bend stoop, and reach overhead; physical mobility sufficient to move about the work environment, and walk on uneven surfaces; physical strength to lift 20 lbs. from the floor and occasionally up to 50 lbs. of boxes containing equipment, paper and recreation materials; physical stamina sufficient to stand, walk and/or sit for prolonged periods of time; mental acuity to collect interpret and analyze data, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

#### **WORKING CONDITIONS**

Working conditions may vary from day-to-day but will primarily occur in an office environment, with occasional need to work outdoors in sun, heat, fog and rain, at night and on weekends and some holidays. Subject sitting in an office environment for prolonged periods time, with frequent standing at the counter. Occasionally subjected to long periods of standing and walking outdoors, and occasional exposure to the outdoor elements in a park or recreational environment.

**CITY OF SALINAS  
RECREATION COORDINATOR (continued)**

**QUALIFICATIONS**

**Knowledge of:**

Procedures for implementing a variety of recreational activities and programs. Program content for recreational activities, including athletics, arts and crafts, senior citizen programs, or pre-school programs. Personnel management principles, practices, and techniques including methods for employee selection, training, supervision and evaluation. Recreational and social needs of the community.

**Ability to:**

Coordinate, organize and implement recreation, athletic and leisure time activities and specialized events. Prepare and distribute publicity concerning new or ongoing recreational offerings. Select, train, supervise, and evaluate assigned employees and volunteers. Understand and respond to community needs in a variety of recreation areas. Identify methods to maximize service effectiveness and efficiency. Communicate effectively, verbally and in writing. Establish and maintain effective working relationships with public groups, agencies, school officials, the media and others contacted in the course of work. Promote the mission, values, and standards of an efficient and effective public service organization.

**Skills to:**

Perform competently in assigned recreational area.

**License or Certificate:**

Possession of a valid California Driver's License. Possession of a First Aid and CPR certificate.

**Education and Experience:**

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities required to perform the duties would be any combination equivalent to a Bachelors Degree from an accredited college or university with major course work in Recreation Administration, or closely related field; and at least three years increasingly responsible experience in recreation programming administration.

Reviewed \_\_\_\_\_  
Department Director

Approved \_\_\_\_\_  
Human Resources Officer

Approval Date \_\_\_\_\_

**ORIG: 2-84, REV: 2-94, REV: 03-06**