



Seasonal Program Coordinator (Part-Time)

Department/Division:	Parks and Recreation
Reports To:	Recreation Services Manager; Recreation Supervisor, Recreation Coordinator
Provides Direction To:	Part-Time Program Support Specialists and Seasonal Part-Time Employees
FLSA Exemption Status:	Non-Exempt
Date Prepared:	April 5, 2016
City Council Resolution #:	

GENERAL PURPOSE

Under general supervision, develops, plans, instructs and supervises seasonal recreation programs, cultural activities, and special events for community recreation, park, and leisure services; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Seasonal Program Coordinator has responsibility for planning, developing, and supervising seasonal recreation programs and special events and organizing staffing and deploying resources. This position oversees part-time Program Aide's and seasonal staff and is responsible for coordinating, planning, developing, teaching and supervising classes, programs and special events. Incumbents will assist in the coordination of specialized activities within the seasonal camps and recreational programs

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

1. Plans, organizes, and develops classes, camps, and programs.
2. Directs and teaches a specialized recreation activity.
3. Organizes camps/classes by age and ability.
4. Supervise daily operation of all camp, program and activity sites.
5. Acts as a liaison to parents, patrons and participants.

6. Responds to customer inquiries and complaints concerning camps, programs and classes offered. Interfaces with customers, organizations, or other partners to determine needs for activities, events or programs.
7. Effectively communicate to supervisor, staff and participants.
8. Recruits and recommends the hiring and selection of staff for programs; coordinates, trains, assigns, reviews, and evaluates work; recommends disciplinary actions as needed.
9. Serves as a department liaison and works with program participants, community groups, and school officials within and outside the City regarding programs, activities, and special events.
10. Oversees and assists with maintaining park and recreation facilities; reports and recommends facility and park maintenance and safety issues.

QUALIFICATIONS GUIDELINES

Knowledge of:

Principles, rules, materials, equipment requirements and organization of a wide variety of play and recreational activities. Basic principles and various recreational activities that are of interest to the community. Methods of recreation, supervision, and instruction of recreational programs. Safety related equipment for First-Aid and CPR Procedures including Automated External Defibrillator. The facilities and equipment needed in a broad recreation program and in the proper arrangement of recreation areas. Personal computer and software.

Principles, and practices of local government recreation and leisure management; applicable federal, State and local health and safety codes and Americans With Disabilities Act (ADA) public facilities accessibility regulations; principles of employee supervision and evaluation; customer service practices.

Ability to:

Plan, organize, review and evaluate the work of part-time seasonal staff and train personnel; communicate effectively, both orally and in writing; establish and maintain effective working relationships with staff, management, community groups, and the general public; discuss recreation issues, needs, and expectations; prepare incident and safety reports and correspondence; operate modern office equipment and computer hardware and use word processing, spreadsheet, graphics, and related recreation software.

Implement and instruct recreational activities suitable to individual and group interests, needs and capacities. Coordinate and administer a comprehensive recreation program for a recreation facility. Effectively and appropriately supervise participants. Plan lessons which result in successful programs. Establish and maintain effective working relationships

with employees, City officials, and the general public. Supervise, train and provide leadership to seasonal recreation staff. Evaluate program effectiveness. Communicate effectively both orally and in writing. Apply and interpret policies and procedures. Exercise good judgement. Methods of effective customer service.

Education/Training/Experience:

High School Diploma or G.E.D. and two (2) years of part-time recreation and program planning experience is required, including instruction, supervisory, administrative, and program planning work. – OR-

Two (2) years college coursework in Leisure studies, recreation management, physical education, fine arts, art administration, aquatics or a related field is desirable. Can be substituted for two (2) years part-time experience.

Licenses, Certificates; Special Requirements:

Ability to attain a valid Class C California driver's license and have an acceptable driving record.

May require certification by the Red Cross as a Lifeguard, CPR certification, First aid certification, and Water Safety Instructor certification, depending upon position assignment.

In accordance with California Government Code Section 3100, City of Manhattan Beach employees, in the event of a disaster, are considered disaster service workers and may be asked to protect the health, safety, lives, and property of the people of the State.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands and work environment described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, the employee is regularly required to sit, stand, walk, talk, and hear; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms above and below shoulder level; stoop, kneel, or crouch to access or place records or files; lift and carry records and documents, typically weighing less than 25 pounds. The employee must be able to physically lift, push, pull, and/or carry recreational materials and media equipment used for special events weighing up to 50 pounds.

Sensory demands include the ability to see, talk, and hear.

Mental Demands

While performing the duties of this class, the employee is regularly required to use oral and written communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret data and situations; use math and mathematical reasoning; work with constant interruptions and meet deadlines; and interact with City officials, citizens groups, sports officials, school representatives, contractors, employees, management, and others encountered in the course of work; occasionally subject to conflicts involving the use of community services.

WORK ENVIRONMENT

The employee works in both office and field settings, and occasional travel is required to different community centers, events, as well as user group and public meeting sites. In the office setting, the employee works in controlled temperature settings. At sporting, recreational, and community services events and is subject to loud noise and variable weather conditions.