



Recreation Coordinator

Department/Division:	Parks and Recreation
Reports To:	Recreation Manager or Recreation Supervisor
Provides Direction To:	May provide direction to part-time recreation staff
Bargaining Unit:	Teamsters
Exemption Status:	Non-Exempt
Employment Status:	Classified
Date Prepared:	November 23, 2015
Date Revised:	June 13, 2018
City Council Resolution #:	15-0037

GENERAL PURPOSE

Under limited supervision, coordinates specialized recreation programs, in the designated areas of youth and adult sports, aquatics, youth and teen programs, volunteers, older adults, dial-a-ride, cultural arts and/or registration.

DISTINGUISHING CHARACTERISTICS

The Recreation Coordinator has the primary responsibility for coordinating and implementing specialized programs in a designated area.

The position is distinguished from the Recreation Supervisor in that the Recreation Supervisor has more accountability and more knowledge of principles, practices, laws and regulations with provisions to recreation, cultural and senior services. The Recreation Supervisor is responsible for the supervision of the program staff, develops and monitors program budget, has greater external relationships and administers agreements and contracts. The Recreation Supervisor is responsible for the oversight of multiple programs, whereas the Recreation Coordinator is responsible for a specific program in the assigned division.

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. Plan, implement and schedule programs in assigned areas
2. Assist with part-time staff and volunteer recruitments, trainings, schedules and evaluations
3. Maintain statistical, attendance and program activity records

4. Prepare written and oral reports on assigned program
5. Plan, implement and schedule special events and activities relating to the program
6. Participate and administer program budget; provide written input on budget process including staffing and cost estimates; monitor expenditures as assigned
7. Assist with the development of promotional marketing materials

QUALIFICATIONS GUIDELINES

Knowledge of:

Procedures and methods related to a variety of recreational, special events, cultural arts (which may include ceramics, visual arts, and/or performing arts), aquatics and recreational facilities maintenance and operations. Safe operations of equipment and material for related divisions. Basic principles and practices of recreation administration; recreational, cultural and social needs of the community; modern offices practices, procedures, methods and equipment.

Ability to:

Coordinate and organize older adult, transportation, recreation, cultural arts, aquatics and/or sports activities, and special events; Assist in recreation program planning and development; Prepare and distribute publicity concerning new or ongoing recreation offerings; Recruit, supervise and train part-time staff and volunteers; Understand community needs in a variety of recreation areas and evaluate activities according to those needs; Keep organized files and maintain consistent records; Communicate clearly and concisely, both orally and in writing; Follow directions from a supervisor; Accept constructive criticism; and Establish and maintain cooperative-working relationships with those contacted in the course of work; work evenings and weekends.

Education/Training/Experience:

Bachelor's degree in recreation or related field with one year of experience planning, organizing or conducting recreation programs, physical education or related field is required.

Four (4) years of related full-time equivalent work experience can substitute for the Bachelor's degree.

Cultural Arts Division: Bachelor's degree with one year of experience in planning, organizing, conducting programs in cultural arts, ceramics, art history or related fields and experience with cultural arts equipment is required. Four (4) years of full-time equivalent work experience can be substituted for the Bachelor's degree.

Aquatics Division: Knowledge of basic principles of aquatics programming and curriculum development; Aquatics facility operation; Techniques for record-keeping and cash handling; First aid and lifeguard training methods and other safety precautions used in the aquatics programs; Applicable aquatics federal, state and local laws and regulations.

Licenses, Certificates; Special Requirements:

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

Aquatics Division: Possession of a valid American Red Cross in Lifeguard Training, Lifeguard Instructor (LGI), Community CPR Instructor. American Red Cross Water Safety Instruction (WSI) and trainer is desirable. Aquatics Facility Operator (AFO) or Certified Pool Operator (CPO) Certifications is desirable. Title 22 Certificate is desirable.

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 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 job, the employee may frequently drive to specific locations. The employee is frequently required to walk, stand, stoop, kneel and use arms and legs and back to occasionally lift and/or move up to 50 pounds. The employee will use arms to reach and carry and use hands to operate and handle objects and controls.

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 the work environment is subject to loud noise and variable weather conditions.