

CITY OF ARCADIA
RECREATION COORDINATOR

DEFINITION

Under general direction, to plan, organize and coordinate various community youth programs, special events and other recreation programs.

SUPERVISION EXERCISED

May exercise technical and functional supervision over part-time recreation staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Supervise, promote and provide direction in recreation programs.

Requisition and inventory craft and sport supplies.

Evaluate and prepare written reports on assigned activities.

Assist with the operation, supervision and maintenance of recreation facilities.

Coordinate, promote, implement and evaluate recreation activities, including youth and adult excursions, community-wide special events, after school and summer playgrounds, youth and adult sports leagues.

Organize and schedule leisure time activities such as excursions, special events, playgrounds, and sports leagues.

Recruit, select, train, supervise, and evaluate part-time and contract employees.

Coordinate event publicity, including news releases, pamphlets, and brochures.

Maintain close contact with school officials, parents, and community groups having related responsibilities for program implementation.

Prepare work schedules for part-time recreation staff.

Coordinate payroll information for assigned personnel.

Maintain records and prepare reports concerning new and on-going programs.

Recommend the purchase of necessary equipment and supplies.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Procedures for implementing recreational activities and programs through community participation.

Program content for specialized community recreation activities.

Personnel management principles, practices, and techniques including methods for employee selection, supervision, evaluation, and training.

Common recreational, cultural, and social needs of the community.

Modern office practices, methods, and computer equipment.

Skill to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Coordinate, organize, and implement recreation and leisure time activities and specialized events.

Prepare and distribute publicity concerning new and on-going recreation offerings.

Select, train, supervise, and evaluate part-time and contract employees.

Understand community needs in a variety of recreation areas and to evaluate activities according to those needs.

Identify methods to maximize service effectiveness and efficiency.

Communicate clearly and concisely, both orally and in writing.

Interact with people of all ages and retain their interest in scheduled activities.

Establish and maintain effective working relationships with other employees and the public.

Understand cultural diversity and how it is pertinent to working with youth and their families.

Handle competing priorities and multiple demands.

Minimum Qualifications:

Experience:

Two years experience in the field of recreation including experience working with youth and/or coordinating and facilitating programs and special events.

Training:

Equivalent to the completion of the twelfth grade. An Associate's degree with an emphasis in recreation, child development, physical education or a related field is highly desirable.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, and lift 50 lbs.; exposure to outdoors; ability to travel to different sites and locations.

Effective Date: February 2003