

RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

RECREATION COORDINATOR I

Job Description

1600 hr. PTE Non Exempt Position

\$19.71- \$25.18

Email applications to yannil@rleparks.com

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under direct supervision of the Recreation Supervisor, the Recreation Coordinator shall oversee and coordinate the District's aquatics, youth sports, special events and other recreation programs. The Coordinator shall plan swim lessons, public swim program when assigned, initiate strategies to increase program participation and other programs/duties as assigned. Additionally, the Coordinator shall plan, market, and implement youth sports, special events, and leisure classes and youth care recreation programs.

Ensures programs are implemented in a manner that enhances the positive impact of the District and ensures the safety of every patron.

DISTINGUISHING CHARACTERISTICS:

The **Recreation Coordinator** is the second supervisory level class responsible for planning, overseeing, and directing a variety of community recreation programs, including after school programs, day and summer camp programs, youth and adult classes, teen programs, aquatics programs, sports programs, and arranging special events when assigned. This class is distinguished from the next higher classification of Recreation Supervisor in that the latter has overall administrative responsibility for the Recreation Department and oversees one or more recreation programs.

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the Recreation Supervisor or the General Manager. Exercises direct supervision over assigned staff, contract employees and volunteers.

ESSENTIAL FUNCTIONS: *The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Plans and coordinates the development, implementation, and execution of activities, special events, and other initiatives designed to achieve the overall mission, goals, and objectives of programs.
- Creates, produces, and delivers a range of promotional, educational, and informational presentations, and/or resource materials related to program activities and initiatives.
- Oversees and/or coordinates the collection, compilation, and analysis of program activity data; develops, writes, edits, and presents comprehensive statistical and narrative program reports and evaluations.
- Provides insight and assistance to Recreation Supervisor to develop maintain and facilitate annual budget in correlation to program revenue and expenses.

- Recruitment, supervision and training of part-time seasonal aquatics staff and seasonal Recreation Leaders.
- Plans, coordinates and evaluates youth and adult sports programs as well as leisure classes
- Accepts responsibility for supervising the day-to-day operations of an assigned recreation program.
- Recruits contract instructors to provide classes and programs; monitors and evaluates program content; coordinates contract class schedules and room use; oversees and participates in a variety of special events.
- Maintains records and reports on activities, attendance, supplies, and other pertinent information regarding recreation programs and activities Develops program content in conjunction with part-time staff for Day Camp, after school programs and Summer Camp; provides direction to staff; may work directly with children.
- Handles discipline issues with program participants, interacts with parents; communicates and coordinates school district calendars and transportation schedules for day Camp and after school programs.
- When assigned to sports, creates rules and regulations for all sports programs; updates standings for leagues.
- When assigned to Aquatics, trains staff in CPR, First Aid, Lifeguarding and other areas required for pool safety; schedules pool facilities for swim lessons, rentals, and open swims; works closely with the Pool Manager to ensure scheduling and content for aquatics programs are running smoothly.
- Assists with all forms of advertising including but not limited to Social Media platforms, website, and print.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of: Modern principles, practices and philosophies for administering recreation programs; facilities, operations and techniques used in a comprehensive recreation programs; methods and techniques of supervising volunteers, part-time, seasonal and/or contractual staff; basic principles of mathematics; applicable federal, state and local laws, codes and regulations related to assigned programs; rules, regulations and policies affecting and related to recreation activities and programs; methods and techniques of scheduling work assignments and facility usage; standard office procedures, practices and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to: Plan, organize and coordinate recreation activities to suit the needs of the community's children, youth, and adults; develop, coordinate and direct multiple varied activities involved in recreation programs; work flexible hours, including evenings; analyze assigned programs and develop and recommend appropriate responses; learn more complex principles, practices, techniques, and regulations pertaining to assigned duties; implement, explain and apply applicable laws, codes and regulations related to recreation programs; plan and lead the work of volunteers and part-time staff; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; enforce safety rules relating to assigned recreational events; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to: Operate standard recreation tools and equipment and operate an office computer and a variety of word processing and software applications.