

## CITY OF LATHROP

### RECREATION COORDINATOR

*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 general supervision, develops, implements and supervises the day-to-day operations of a recreation program which may include the teen program, youth and adult sports leagues, or the Senior Center and related programs; assists with the hiring, training and supervision of volunteers; performs other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS:**

The **Recreation Coordinator** is the journey-level class responsible for planning, overseeing and directing a recreation program; assignments may include teen programs, youth and adult sports leagues, or the Senior Center and related programs. This class is distinguished from the next higher classification of Recreation Supervisor in that the latter has more supervisory responsibilities and coordinates multiple and more complex recreation programs.

#### **SUPERVISION RECEIVED/EXERCISED:**

Receives general supervision from the Director of Parks and Recreation or a Recreation Supervisor. Exercises direct and indirect supervision over assigned volunteers.

#### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Develops, implements and supervises the day-to-day operations of a recreation program; assists with the preparation of the Department budget; recommends and monitors expenditures; purchases all supplies for assigned programs.
- Responds to public inquiries about programs made by telephone, correspondence or during public meetings; develops a volunteer base; promotes public awareness of available activities through the media, newspapers and flyers; maintains contact with individual community members and various community groups.
- Maintains records and reports on activities, attendance, supplies and other pertinent information for assigned recreation programs and activities; develops and recommends new programs; reviews and evaluates current programs.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

**If assigned to Teen Programs:**

- Plans, coordinates and supervises a variety of teen programs; analyzes community needs, develops appropriate programming, measures outcomes and adjusts programming to ensure the needs of the community's youth are being met.
- Plans, coordinates and designs special events and trips, such as dances, the annual Leadership Camp Retreat, Easter Egg Hunt, etc.
- Oversees the Youth Advisory Committee; runs meetings with committee members; makes presentations involving the Youth Advisory Committee to Council; collects ideas on new programs and special events from committee members.
- Assists with meetings regarding the Skate Park; prepares agendas; takes minutes.

**If assigned to Senior Programs:**

- Plans, coordinates, and supervises the Senior Center and all related classes and programs; writes the Senior Center newsletter; coordinates various fundraisers for the Senior Center; coordinates a variety of special events, including an Easter Bunny Breakfast, a Haunted House and Spaghetti Feeds.
- Coordinates, plans and instructs, or hires instructors for various classes, including crafts, cooking dance, and computer classes; coordinates the Daily Senior Lunch Program provided through the County; oversees and monitors various food distribution programs, which includes assisting individuals with the application process and monitoring the distribution of food to ensure compliance with program rules.
- Recruits, assigns and monitors volunteers; acts as a mediator when problems arise between volunteers; facilitates the Senior Advisory Committee; attends all Advisory Committee meetings; receives direction from Advisory Committee members regarding programs; takes minutes and creates agendas.

**If assigned to Sports Programs:**

- Develops, implements, evaluates and coordinates sports programs and leagues; schedules the various leagues and sports programs.
- Recruits, trains, and evaluates officials, coaches, and volunteers; supervises officials, coaches and volunteers.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, stooping, squatting, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when reading correspondence, statistical data and using a computer. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot and cold.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Recreation Coordinator**. A typical way of obtaining the required qualifications is to possess the equivalent of three years of responsible experience in recreation, sports, teen or senior program coordination or a related field, and a high school diploma or equivalent.

**License/Certificate:**

Possession of, or ability to obtain, a valid class C California driver's license and CPR certification.

**KNOWLEDGE/ABILITIES/SKILLS:** *(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 teen, sport and senior recreation programs; appropriate behaviors of youth and how to gain cooperation; counseling and working with at-risk youth; senior community needs and programs; methods and techniques of supervising volunteers; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office practices, methods and 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 teens and seniors; develop youth and adult sports programs; develop, coordinate and direct multiple varied activities involved in teen, sport or senior 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; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; 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; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Operate standard recreation and sports tools and equipment; operate an office computer and a variety of word processing and software applications.