

RECREATION PROGRAM COORDINATORDEFINITION

Under general supervision, performs responsible recreation work in planning and supervising assigned phases of recreational, educational, and prevention activities or programs for children or adults.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Plans and coordinates, or assists with the planning and coordination of a wide variety of recreational, educational and prevention activities conducted at a number of sites, including tutoring, arts and crafts, games and sports, excursions, teen programming, leisure classes, parent and family activities and city-wide aquatics. Consults and collaborates with residents, community groups and schools to determine local needs, and to plan programs, and to conduct on-going evaluation and continuous improvement of program activities. Assists with research on programs and resources and with the development of program materials and activities. Trains staff to implement such activities. Assists with the grant application process and in the development and implementation of goals, objectives, policies, procedures and strategic plans to serve the community in a well-coordinated manner. Assists with program budgets. Makes public presentations at professional conferences and public meetings. Assists with the recruitment and training of subordinate staff and assigns, guides, monitors, and corrects the work of assigned personnel. Collects activity and attendance records and prepares reports describing and evaluating programs. Maintains supplies, equipment and materials and issues them to program sites. Performs other related functions as required.

DISTINGUISHING FEATURES OF THE CLASS

This is a specialized recreation class, which feeds into the recreation series. Employees can promote from a Recreation Leader, Recreation Center Director or Senior Recreation Center Director into this class. An employee in this class is responsible for assisting a supervisor in planning and coordinating various phases of recreation programs. This employee assumes general responsibility for such activities when relieving the supervisor.

MINIMUM BASIC QUALIFICATIONS

One year of experience in the design and coordination of recreational, educational and prevention programs and events, including leadership of children or adults in group activities, or any equivalent combination of experience and training which provides the following knowledge, skills and abilities:

### KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: objectives and methods of recreational, educational and prevention programs and effective strategies, including teen programs, parent and family services, leisure classes, and aquatics; first aid methods and safety precautions; group dynamics; community organizations.

Some skill in: several of the activities found in recreational, educational and prevention programs; developing and monitoring leisure class programs.

Ability to: design, develop, implement and coordinate a wide variety of recreational, educational and prevention programs and events especially for teens, parents and families, and at-risk youths; identify leisure class opportunities and work with instructors to increase/improve the leisure class program; organize, direct and lead groups of children or adults in group activities; set and attain goals and objectives; direct, train and supervise the work of subordinates; express ideas effectively orally and in writing; develop documentation and evaluation tools; collaborate with other agency sections and non-city organizations; establish and maintain effective working relationships with the public, instructors, and other city employees.

### SPECIAL REQUIREMENTS

Possession and retention of a valid California Class C Driver's License is a condition of employment.

### SPECIAL WORKING CONDITIONS

Willingness and ability to work any shift, including evenings, weekends and holidays.

### CHARACTERISTICS OF SUCCESSFUL PERFORMERS

The successful performer is a positive, proactive, well-organized individual who is able to plan, coordinate, and implement innovative, cost-effective programs which respond to the needs and requests of the community. This proven leader can inspire employees to higher levels of service, and can enlist broad community support and involvement.

Class title change from Recreation Leader II per SACEA MOU 81-83,  
effective 7-1-81

Revised 8/95  
Revised 01/01

Recreation Program Coordinator  
Page 3 of 3

ADA Approved: 2/01