

JOB DESCRIPTION

City of Patterson



Human Resources

RECREATION COORDINATOR I

JOB SUMMARY

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Under general supervision from the Recreation Programs Supervisor, the Recreation Coordinator I assists the Recreation Supervisor with recreational programs for the community of Patterson in a variety of programs; The Coordinator will assist with part time staff trainings, schedules, and may supervise part-time staff and volunteers when Supervisor is not present; develops partnerships with non-profit organizations and community groups to provide a variety of programs that enhance community safety, health, and wellness; assists with the development of public relations and marketing materials; promotes staff development activities for all staff; and performs related duties as required

The Recreation Coordinator I is the entry level classification in the Recreation Coordinator series. This classification is distinguished from the higher-level Recreation Coordinator II by the type, scope, nature, complexity and variety of duties that are consistently assigned to, and independently performed by the Recreation Coordinator II.

The Recreation Coordinator I classification is flexibly staffed with the Recreation Coordinator II. Upon recommendation of the Department manager, positions in this classification advance to the level II classification after gaining requisite experience and certifications (if required), demonstrating the proficiency to perform the full range of level II job duties and consistent exemplary job performance.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Recreation Programs Supervisor.

May provide direct supervision to part-time staff and volunteers assigned to the program.

ESSENTIAL DUTIES

Typical essential duties may include, but are not limited to, the following:

Assists in the planning, organizing, developing, and implementing of aquatic programs, special events, and senior citizens programs that contribute to health, fitness, and community safety.

Manages resources based on program needs for personnel, equipment, and materials.

Assists with scheduling, training, and motivating staff, and volunteers using best practices approach for in-service training.

Evaluates the progress and effectiveness of programs with measurable outcomes; and recommends revisions to enhance program effectiveness.

Assists with the development of public relations materials for marketing of programs and promotion of the health, fitness, and safety benefits of aquatic programs for all age groups.

Ensures that facilities are maintained in a safe and attractive manner and are in compliance with all state and federal mandates for swimming pool operations and senior centers.

Manages the assigned program(s) and facilities to foster a positive community image and identity.

Enforces safe work practices and disciplinary procedures for subordinate employees.

Coordinates with local Police and Fire agencies for emergency response protocol.

Performs related work as required and special projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Principles of supervision, employee motivation and team building; goals, objectives, principles, procedures, materials, rules, and regulations related to recreational services and assigned program area(s); principles and practices used in planning, implementing and supervising recreational programs; best practices related to assessing program results, demonstrating outcomes both qualitatively and quantitatively; and developing recommendations to enhance program effectiveness; modern office practices including effective use of a personal computer and program standard software applications; basic program administration practices, including budgeting, purchasing, inventory control, facility and staff scheduling; marketing and promotion techniques; and principles of customer service and public relations.

Ability to: Multitask to handle competing priorities and demands; understand and carry out oral and written directions; organize, develop, implement, supervise and evaluate effectiveness of programs; assess program results, both qualitatively and quantitatively demonstrate outcomes, and recommend improvements to enhance effectiveness; train, schedule staff, volunteers and facilities to meet program needs; coordinate programs and activities with community groups; understand community needs in a variety of programs and service areas; develop reports, evaluations and other material as appropriate; effectively use written, oral, and presentation communication techniques; resolve conflicts effectively; respond to public inquires and complaints; establish and maintain effective working relations with Boards, Commissions, public groups, agencies, school officials, the media and others contacted in the course of work.

NECESSARY SPECIAL REQUIREMENTS

Must be 18 years of age or older.

Bilingual (Spanish/English) preferred.

May require working flexible or extended hours, including evenings and weekends.

Must successfully pass a pre-employment medical examination, including a drug screen, fingerprint, background check and reference check.

Must be able to provide proof of U.S. citizenship or legal right to work in the United States.

EXPERIENCE and CERTIFICATIONS

Any combination of education, training, and experience that would likely provide the required knowledge, skills,

and abilities: Normally this would include:

Education: Must have a High School Diploma or GED equivalent. An Associate's Degree in general recreation activities, community services or non-profit administration or closely related field is preferred.

Experience: Two (2) years of progressively responsible recreation or related experience relevant to the designated program area, preferably with at least six months of lead or supervisory responsibility.

License or Certificate: Possession of a valid California Class C Driver's License

Lifeguard Training certification, if assigned to Aquatics program, preferred

Community First Aid and Safety certification

Basic Life Support CPR for Professional Rescuer certification, if assigned to Aquatics program

Youth Sports Administrator certification through the National Alliance for Youth Sports, if assigned to Youth Sports program, is desirable

PHYSICAL REQUIREMENTS

Physical Requirements: While performing office duties, frequently required to sit for extended periods, to hear and speak to communicate effectively on the phone and in person; intermittently twist and bend to reach; and use simple grasping and fine manipulation to keyboard. Recreational and field activities are physically demanding: to frequently bend, stoop and reach above shoulder level; occasionally squat, crawl, crouch, kneel and maintain balance on slippery surfaces; and frequently lift and carry up to 50 pounds to moves tables and stack chairs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Environmental Conditions: Work is performed in both a standard office environment and in a recreation facility or in the field; noise level is usually quiet while in the office to moderately loud when in the field.

FLSA Status: Non-Exempt

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