

RECREATION PROGRAM COORDINATOR II

FLSA Status – Non-Exempt

EEO Code – E/Para-Professionals

Class Code – E510

GENERAL DESCRIPTION OF DUTIES

These positions are responsible for the coordination of general, community-wide recreation programs, events, and activities for some targeted populations as well as varied age and special interest groups, and the limited supervision of staff and volunteers. The Recreation Program Coordinator II represents the journey-level in the Recreation Program series and positions involve recurring work situations with occasional variations from the norm and a moderate degree of complexity. These positions are distinguished from the Recreation Program Supervisor by the limited supervision of paid staff and volunteers. These positions participate as members of the Parks and Recreation Department Management Team to assist in achieving the Department's mission.

SUPERVISION RECEIVED

These positions receive direction from the Department Director or Recreation Program Manager .

SUPERVISION EXERCISED

These positions provide limited supervision to paid staff and volunteers who assist the Recreation Program Coordinator II in program activities and events.

ESSENTIAL JOB FUNCTIONS

The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as required.

1. Coordinates specific recreation programs and events for a target population or user group based on established goals, objectives, and performance measures in consultation with Department Director and Recreation Program Manager.
2. Develops and coordinates community resources to promote and support specific recreation programs.
3. Coordinates the work of temporary employees and volunteer staff.
4. Creates and distributes public relations materials, public service announcements, program fliers, newsletters, and other information to inform the public, program participants, and other agencies about specific recreation programs and activities.
5. Participates in planning activities to achieve the Department's mission and goals; and works with the Department's Management Team to support the mission.
6. Identifies and secures alternative funding sources (e.g., grants, donations).

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7. Assists in preparing the annual budget, and manages financial accounts related to specific recreation program.
8. Maintains facilities and equipment used in specific recreation program.
9. Performs all work in compliance with federal, state, and City employment and safety laws, rules and regulations.

OTHER JOB FUNCTIONS

Assists others in the performance of work as required.

Maintains professional currency by attending conferences and seminars, and meeting with others involved in recreation and enrichment programs for youth.

Performs other duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Principles and practices of parks and recreation programs and services;
- Principles and practices of program coordination and recreation leadership related to assigned areas;
- Knowledge of laws, rules and regulations affecting assigned program areas; and
- Community resources related to specific recreation program.

Skill in:

- Communicating effectively with diverse populations;
- Using computers to develop promotional and informational materials;
- Using recreation equipment for assigned program areas;
- Applying federal, state, and City laws rules and regulations to recreation program areas; and
- Collaborating with other members of the management team and other agencies

Ability to:

- Coordinate the work of paid staff and volunteers; and
- Establish and maintain effective work relationships with others.

EXPERIENCE AND TRAINING REQUIREMENTS

Any combination of experience and training which demonstrates the knowledge, skills and abilities to perform essential job functions is qualifying. A typical way to qualify includes a Bachelor's degree in parks and recreation management, and responsible experience in recreation program coordination.

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SPECIAL REQUIREMENTS/LICENSES

Some positions require CPR and Standard First Aid certifications, Water Safety Instructor Certification, Lifeguard Training Certification, and Lifeguard Instructor Certification.

DESIREABLE LICENSES AND CERTIFICATIONS

Certification as a Pool Operator is desirable for some positions.

PHYSICAL AND MENTAL REQUIREMENTS

While performing the duties of this position, the employee is required to make decisions, use interpersonal skills, engage in teamwork and customer service, use creativity, be fluent in English, provide training and supervision, analyze problems, use discretion, and use independent judgment to take independent action. Standing, walking, running, and hearing are required. Pushing up to 75 pounds, lifting 35 pounds, pulling 10 pounds, and carrying 20 pounds is required for some positions. Positions in the Aquatic Center require swimming, the ability to climb ladders, the ability to move heavy maintenance equipment and supplies, the ability to move pool-related equipment, and the ability to reach. Reasonable accommodation will be made to meet the needs of otherwise qualified individuals with a disability and known limitations.

WORKING CONDITIONS

The majority of the work is conducted within an office environment within City facilities (Aquatic Center, Community Center, City parks), contracted locations (e.g. schools and outdoor fields). The noise level of some locations may be high. The Aquatic Center is warmer and more humid than most work environments and air quality is affected by high chlorimine content. Some positions may require exposure to high and low temperatures and all types of weather conditions, extensive travel and overnight trips, substantial overtime, and evening and weekend work. These positions are responsible for the safety of others.

Approved By _____ Date _____
(Department Director)

Adopted By _____ Date _____
(City Manager)

Date Established: 12/99

Revised: 05/01