

RECREATION COORDINATOR

\$28.2030 - \$35.9949 Hourly

\$55,729.13 - \$71,125.87 Annually

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.

DEFINITION

There are two positions total in this classification located at various City facilities. The Recreation Coordinator plans, implements and coordinates all aspects of the designated programs and services. The Coordinator actively works to promote the City's programs and services in a quality manner that conveys the City's goals of providing responsive, cost-effective and innovative government services.

SUPERVISION RECEIVED AND EXERCISED

The Recreation Coordinator receives direction and supervision from the Parks and Recreation Director and/or their designee(s).

ESSENTIAL FUNCTIONS: *Essential functions and other important responsibilities may include, but are not limited to the following:*

Duties that apply to all Recreation Coordinator positions:

- Plans, implements and coordinates all aspects of the designated programs and services.
- Assists in providing recreation programs and services, including coordinating, implementing and scheduling programs and services for various age groups and interests.
- Coordinates day-to-day operations, schedules and activities for the designated programs and services.
- Serves as an information resource for staff and the general public; receives and evaluates complaints, resolving when possible or referring to the Parks and Recreation Director if needed.
- Develops effective marketing strategies to promote all Parks and Recreation programs and services.
- Prepares and variety of reports and professional business letters, proofreads for accuracy, completeness and compliance with City policies, correct grammar, punctuation and spelling.
- Assists with the planning and supervision of City-wide events; which may include occasional evenings and weekend hours.
- Maintains good public relations by working cooperatively and professionally with City employees and the general public.
- Observes, researches and recommends new program ideas and fundraising opportunities.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of Parks and Recreation programs and services.
- Assists the Parks and Recreation Director with the preparation of grant proposals.
- Provides administrative and customer service support duties in the main office as needed.
- Assists the Parks and Recreation Director with the preparation of the department's budget.
- Performs other duties as assigned.

Duties that apply to the Facility Rentals, Sports & Teen Program functions of this position:

- Represents and interprets facility rental operations, sports and teen programs, schedules, policies and safety regulations to the public and city staff.
- Oversees the health, welfare, safety and supervision of all children enrolled in the designated programs; ensures that a staff member is present with the children at all times.

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- Selects, trains and supervises part-time employees in the sports and teens program and facility rental reservations.
- Oversees volunteer staff, including selecting, training and coordinating schedules.
- Maintains necessary health and emergency records; prepares work orders, incident, accident and monthly reports of the designated program; handles communications in the event of an accident, sickness or other emergency.
- Assists with seasonal programs and special events on holidays, such as day camps, outside the normal program time.
- Assists with updating the City's website promoting the Parks and Recreation Departments programs and services.
- Coordinates security for facility rentals, working closely with the Hercules Police Department and security agency.
- Ensures enforcement of department safety regulations and operational policies and procedures.
- Assists with the preparation of the Parks and Recreation Department Activity Guide brochure.
- Perform other duties as assigned.

Duties that apply to the Aquatics, Senior Center & Recreation Classes functions of this position:

- Monitor the enforcement of pool rules and regulations for the safety and convenience of the public.
- Selects, trains and supervises part-time employees in the Aquatics division, main office clerical pool and the Senior Center.
- Plans and develops program schedules to benefit adults, children and families who wish to participate in a variety of aquatic recreational activities.
- Attends a variety of meetings.
- Prepares work orders, incident, accident and monthly reports of the designated program.
- Prepares website news releases, reports, posters and brochures to publicize the Parks and Recreation Department programs and services.
- Oversees the design, editing and publication of the Parks and Recreation Department Activity Guide brochure.
- Oversees main office operations and daily financial reconciliation.
- Assists in the selection of recreation class instructors and in the development and monitoring of instructor contracts.
- Assists in the selection of main office clerical staff and senior center.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge that apply to all Recreation Coordinator positions:

- Recreation programs and services.
- Principles and practices of budget preparation and administration.
- Principles and practices of conflict management.
- Writing grant proposals.
- Pertinent Federal, State and local laws, codes and regulations pertaining to working with Youth.
- Principles and practices of leadership and supervision.
- Cash management and financial record keeping.

Knowledge that apply to Facility Rentals, Sports & Teen Program position:

- Safety practices and procedures related to after school programs and activities.
- Sports programs such as, basketball, softball, flag football, volleyball and soccer.
- Facilities, scheduling, oversight, management and general maintenance.

Knowledge that apply to Aquatics, Senior Center and Recreation Classes position:

- Aquatic lifesaving methods and procedures; first aid and resuscitation measures, as well as emergency services options.
- Standard safety rules and regulations related to public aquatic activities, operations and maintenance of a pool facility.
- Trends and community needs related to Recreation Classes.

Abilities that apply to all Recreation Coordinator positions:

- Follow oral and written instructions.
- Maintain accurate records in accordance with program guidelines.
- Interpret and apply applicable Federal, State and local policies, laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Administer first aid, CPR and/or artificial respiration.
- Maintain discipline, order and safety in a crowded and loud environment.

Abilities that apply to Aquatics, Senior Center and Recreation Classes positions:

- Oversee and monitor compliance with federal, state and local regulations and policies, and general safety practices related to pools and aquatic activities; firmly but tactfully enforce rules and regulations.
- React quickly and calmly in emergencies; rescue swimmers in distress.

Experience and Education / Training Guidelines: *Any combination of experience and education / training that would likely provide the required knowledge and abilities may be qualifying. A typical way to obtain the knowledge and abilities would be:*

Facility Rentals, Sports & Teen Program Functions:

Experience: Three years leadership experience working in sports and youth programs; experience working in facility management or a related field, including two years working in a public sector recreation program.

Aquatics, Senior Center & Recreation Classes:

Experience: Three years leadership experience working in recreation and development of aquatics programs, including at least two years in a public sector recreation program. Experience working with Senior Citizens is desirable.

All Recreation Coordinator positions:

Education/Training: Equivalent to graduation from a four year college or university with major coursework in recreation administration, physical education, educational programs or a related field.

License and Certificates:

- Valid current Standard First Aid certificate (or must obtain within 30 days of hire)
- Possession of a valid California Driver's License

Aquatics, Senior Center & Recreation Classes:

License and Certificates:

- Possession of a valid current Lifeguard Training certificate, LGI (Lifeguard Instructor), AED for professional rescuer, Title 22 First Aid certificate and Water Safety Instructor certificate, or must

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obtain within 30 days of hire. Must maintain all required certifications thereafter as a condition of continued employment.

- Recent paid experience performing aquatics instruction, lifeguarding, or other pool-related work highly desirable.
- Pool Operator certification (CPO) highly desirable.

PHYSICAL DEMANDS

- Hearing and speech adequate to communicate in person, by telephone, by PA system and by radio, and to speak loudly in a noisy setting.
- Vision adequate to clearly distinguish objects and persons at a distance and to identify signs of swimmer distress; bodily movement adequate to frequently sit, stand, walk, run, jump, climb, swim, dive, reach, turn, bend, squat, stoop, kneel, and push/pull.
- Ability to raise arms above shoulder height.
- Manual dexterity adequate to grasp objects, use fine manipulation, write and operate office machines and equipment.
- Strength and endurance to safely swim 500 yards perform lifting and carrying of items/persons up to 50 pounds, and work outdoors in the sun for prolonged periods of time.

Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.

Employee's Signature

Date

Supervisor's signature

Date

Revised: July 2015 (Resolution 15-049)
Unit: Teamsters Full-Time
Position: Non-Exempt