

## CITY OF MADERA

### RECREATION/COMMUNITY PROGRAMS 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 direction, plans, coordinates, supervises, schedules and evaluates recreation, aquatic, leisure and/or senior citizen services programs; works with community groups and individuals in providing programs; provides public information and markets programs; ensures safe work practices and quality of programs; maintains appropriate work records; serves as a technical resource for assigned personnel; performs related duties as required.

#### **DISTINGUISHING CHARACTERISTICS:**

The **Recreation/Community Programs Coordinator** is the professional level class responsible for the coordination and implementation of one or more specialized recreation, aquatic, leisure and/or senior citizen services activities. This classification is distinguished from the next higher classifications of Recreation Programs Manager and Community Programs Manager in that the latter are responsible for planning, developing and implementing division programs that are broader and more comprehensive in scope.

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

Receives direction from either the Recreation Programs Manager or Community Programs Manager. Exercises direct supervision over a variety of part-time, contractual and office support staff and volunteers.

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

- Plans, implements, supervises and evaluates specific recreation, aquatic, leisure time and senior citizen services activities; coordinates and schedules recreation, aquatic and other activities for children, youth, adult, senior and other special populations; develops and schedules special events and activities; markets recreational, aquatic, leisure and senior services programs to the community; prepares and coordinates the development of event publicity, including press releases, flyers, pamphlets, brochures, graphics and visual displays.
- Recruits, hires and supervises part-time and contractual employees and volunteers; assumes responsibility for motivating and evaluating assigned personnel; identifies training opportunities and needs and provides training programs for staff; develops schedules and work methods for performing assigned duties; administers and coordinates payroll for assigned staff; ensures adherence to safe work practices, methods, procedures and practices; initiates disciplinary procedures as appropriate.

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- Assists in development of the annual budget for assigned programs; monitors and administers program expenditures; coordinates maintenance programs for facilities, pools, vehicles and equipment; recommends the purchase of necessary equipment and supplies.
- Participates in the development of policies and procedures; recommends programs, activities and work methods to higher level personnel; maintains records and develops reports on new or existing programs; evaluates programs for effectiveness and efficiency; serves as acting Recreation Supervisor as required.
- Attends and participates in organizational and community meetings; meets with school, business and community groups to create partnerships; works with community groups and individuals in the evaluation of recreational programs and activities; stays current on issues relative to the field of community recreation, leisure and senior citizen services; responds to and resolves community questions and concerns.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

### **WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in keeping records and preparing reports using a computer key board. Additionally, the position requires near and far vision in reading written reports and work related documents and acute hearing is required when providing phone and face-to-face service. The nature of the work may require the incumbent to work outdoors, lift equipment and materials weighing up to 25 pounds and come in contact with chemical agents used in pool maintenance.

**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/Community Programs Coordinator**. A typical way of obtaining the required qualifications is to possess the equivalent of three years of progressively responsible supervisory experience in recreational, aquatic, leisure and/or senior citizen services activities or programs, and a Bachelor's degree from an accredited college or university with major work in social service, recreation, public administration or a related field.

#### **License/Certificate:**

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

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

#### **Knowledge of:**

Principles, practices, methods, equipment and materials used in the delivery of recreation, aquatic, leisure time and senior citizen services activities; program content for specialized community activities; principles and practices of program development and administration; pool health and safety requirements; methods and techniques of supervision, training and motivation, applicable federal, state and local laws codes and regulations; grant writing and administration; occupational hazards and standard safety practices and equipment; principles and practices of contract administration, purchasing and record keeping.

**Ability to:**

Plan, organize, direct and evaluate the work of subordinate staff for assigned program areas; manage and oversee the delivery of recreation, aquatic, leisure time and senior citizen services activities; analyze complex operational and administrative problems, evaluate alternatives and recommend or adopt effective solutions; communicate clearly and concisely, both orally and in writing; design, develop and implement recreation, aquatic, leisure, nutritional, health and social programs suited to the needs of the community population assigned to serve; develop, present and administer a program budget; coordinate, develop and conduct training programs for staff; establish and maintain effective working relationships.

**Skill to:**

Operate an office computer and a variety of word processing and software applications.