

## CITY OF COVINA

### RECREATION SERVICES 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 general supervision, organizes, implements and supervises areas of one or more City recreation programs, such as the Cultural Excursion Program, Leisure Lifestyle classes, teen programs, youth sports programs, and a variety of programs at various City sites; performs other duties as assigned.

#### **DISTINGUISHING CHARACTERISTICS:**

The **Recreation Services Coordinator** is the journey level support class responsible for assisting with and planning a variety of program content and overseeing the daily operations of one or more on or off-site, City recreation related programs and activities. Generally, this class works with several recreation programs, assists with and prepares a specific program budget for assigned program(s), and keeps the public informed of current programs and activities. Work is performed at a variety of recreation sites, including the Hollfelder Teen Center, Joslyn Senior - Auditorium, Michael D. Antonovich Aquatic Center, playgrounds, parks, baseball and tennis courts, as well as other sites. This classification is distinguished from the next higher level of Recreation Services Supervisor in that the latter has responsibility for overseeing a Recreation Services Division within the Parks and Recreation Department.

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

Receives general supervision from a Recreation Services Supervisor or Administrative Services Manager. Exercises functional or technical supervision over volunteer, seasonal, or lower level staff, including Community Resources Aides and Community Resources Assistants I-II.

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

- Accepts responsibility for organizing, implementing and supervising areas of one or more City recreation programs, such as the Cultural Excursion Program, Leisure Lifestyle classes, teen programs, youth sports programs, after school programs, sports team events, aquatics programs and various programs at other City sites.
- Develops, coordinates and implements one or more areas of assigned recreation programs; oversees classes and activities for participants in recreation programs; may instruct in-service trainings.
- Plans program content; develops calendars and staff manuals; reviews plans with a Recreation Services Supervisor; completes purchase requested and makes purchases; sets-up for and cleans up after program activities; researches new program ideas using the web; prepares monthly calendar listing.

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- Depending on assigned program area, completes accident and incident reports; follows up with parents when necessary; writes general parent letters; speaks with parents regarding their concerns and complaints; tracks daily attendance and enrollment of recreation programs.
- Create flyers and other promotional items and distributes to schools and community; participates and contributes to “City View”, the quarterly City newsletter and the Parks and Recreation Guide; arranges field trips; works special events, including Spring and Winter Recitals, the Citywide parade and/or other Citywide special events.
- Assists in the organization, implementation and evaluation of rules and procedures; assists with the development of assigned area’s budget; may collect fees at off-site program locations.
- Assists with training and supervising lower level staff, including overseeing and communicating with instructors of various classes offered through the Parks and Recreation Department; depending on assigned function, oversees instructor contracts and evaluates classes and instructors.
- Responds to public inquiries about assigned projects and programs made by telephone, correspondence or during public meetings; ensures excellent customer service is given at the City’s parks and recreation sites and in various recreation programs offered by the Parks and Recreation Department.
- Schedules facility rental/use requests; communicates with program leaders and instructors and handles class cancellation and rescheduling; develops class schedules; attends various meetings.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

### **PHYSICAL, MENTAL AND ENVIRONMENTAL 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 keyboard. 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 personal service. The need to lift, drag and push files, paper and equipment weighing 25 pounds or more is also required. The incumbent may be exposed to fumes, dust and air contaminants. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot and cold.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**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 Services Coordinator**. A typical way of obtaining the required qualifications is to possess the equivalent of three years of full-time equivalent

experience in community work, including experience in a responsible leadership capacity, and a high school diploma, or any combination of college and experience that totals three years.

**License/Certificate:**

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

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

**Knowledge of:**

Modern principles, practices and philosophies for administering youth, teen, sport and senior recreation programs; appropriate behaviors of youth and how to gain cooperation; counseling and working with at-risk youth; senior community needs and programs; methods and techniques of supervising volunteers; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

**Ability to:**

Plan, organize and coordinate recreation activities to suit the needs of the community's youth, teens, adults and seniors; develop youth and adult sports programs; develop, coordinate and direct multiple varied activities involved in youth, teen, sport or senior programs; work flexible hours, including evenings; analyze assigned programs and develop and recommend appropriate responses; learn more complex principles, practices, techniques and regulations pertaining to assigned duties; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Operate standard recreation and sports tools and equipment; operate an office computer and a variety of word processing and software applications.