

City of Pinole

RECREATION COORDINATOR

DEFINITION

Under general supervision, develops, implements, coordinates, and provides oversight of all programs activities, staff and facilities of the Youth Center, Tiny Tots facility and Senior Center.; develops and oversees various activities for children, youth, teen, and senior programs, special events, and activities. Works in tandem with other agencies, organizations, community groups and the general public in developing partnerships for providing services throughout the community. A wide variety of clerical, technical, and administrative tasks are performed in the areas of program and activity development, revenue generation, and efficient program service delivery.

SUPERVISION RECEIVED AND EXERCISED

Reports to and receives direct supervision from the Recreation Manager. The incumbent in this position should be able to work independently in a productive and efficient manner, without direct supervision on a daily basis.

May provide supervision to volunteers, part-time and seasonal employees.

CLASS CHARACTERISTICS

The Recreation Coordinator administers City recreation activities including programmatic development and implementation, volunteer management, database management, fiscal responsibility, budget development, policy and procedures development, marketing and publication design. This position requires knowledge of the provision of recreation and related services to the general community, the ability to organize and oversee the work of volunteers, a strong customer-service orientation and the skill to relate with a variety of individuals and groups from various diverse backgrounds. The incumbent shall be able to work in conjunction with the Pinole Youth Commission, Pinole Youth Foundation, and the Senior Center Club.

EXAMPLES OF DUTIES (Illustrative Only)

- Coordinate and manage all programs at the Pinole Youth Center and Pinole Tiny Tots Center for children, youth and teens, including preschool, after school and summer programs; directing summer camps for children, youth and teens, and Senior Center for Seniors, including daily programs, and summer trips,
- Develop a variety of recreational programs and activities for children, youth, teens and Seniors, and segments of the community at a low and moderate cost to the public.
- Coordinate and assist with community wide events.
- Register applicants for participation in City programs.
- Select, train, motivate, and evaluate assigned personnel including Senior Recreation Leaders, Recreation Leaders; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Recruit, interview, and select instructors for fee programs.
- Prepare and distribute departmental program brochures, program flyers, news releases, and promotional materials.

- Plans, assigns, supervises and reviews the work of food preparation, service staff, office support and off-hours building attendants.
- Participate in Citywide, community and school committees as assigned.
- Work closely with other City departments and Recreation programs; serve as liaison with community, non-profit and governmental agencies.
- Open and close Pinole Recreation Centers as needed and interact with maintenance staff on a variety of janitorial and repair issues.
- Maintain safety procedures and equipment at the Recreation Centers and program sites.
- Coordinate and oversee the collection of user fees from program participants.
- Seek supplemental program funding and donations from a variety of outside agency sources including grants, foundations, civic, and business organizations.
- Work with the Recreation Manager to conduct fund raising activities to support programs and activities.
- Maintain accurate financial and participation records in coordination with City's Finance Department.
- Participate in the development and monitoring of the Recreation Centers and events budgets to assure programs are operated within approved budgetary allocations.
- Develop programs with the aim of overall cost recovery.
- Review and evaluate the progress and effectiveness of programs and services being offered by the City in order to make recommendations for additions, deletions, or revisions to the programs.
- Attend meetings of the Youth Commission, Pinole Youth Foundation, Senior Center Club, and other organizations that may be necessary.
- Establish and maintain a cooperative relationship with City staff, seniors, parents, adults, youth, school officials, non-profits, community and governmental agencies, and other members of the community.
- Other duties that may be assigned.

QUALIFICATIONS

Knowledge of:

- Terminology, methods, techniques and practices of data collection, report writing, recreation policies and procedures.
- Practices of facility management and operation.
- Principles and practices of employee supervision, including work planning, assignment, direction, review and training.
- Computer applications related to the work.
- Techniques for effectively dealing with adults, youth, teens and children, some of whom may have physical or emotional problems, as well as with a variety of individuals from various socio-economic and ethnic groups.
- Standard business practices and procedures including grammar, spelling, punctuation, basic mathematics principles, and use of modern office practices.
- Fluent use of the English language, both orally and in writing.

Skill in:

- Understanding, interpreting, and applying rules, regulations, laws and ordinances.
- Planning, coordinating, and organizing work to meet deadlines, and establish cooperative working relationships.

- Maintaining accurate and complete records and reports.
- Following oral and written instructions as well as coordinate multiple concurrent projects.
- Effectively communicating both orally and in writing in the English language.
- Various software applications that relate to recreation administration on a personal computer.

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

A Bachelor's degree from an accredited college or university with major coursework in recreation, leisure studies, social services, sociology, human development, public administration, or a closely related field; OR

An Associate's degree from an accredited college or university; AND

A minimum of five (5) years of recreation and leisure services experience working in recreational programming with a wide variety of age groups. Experience must include at least one year in a supervisory capacity.

License:

Must possess and maintain a valid California class C driver's license and/or class B with passenger endorsement and a satisfactory driving record. Must possess or obtain prior to the completion of the probationary period First Aid and CPR Certificates. Must possess or obtain prior to the completion of the probationary period a valid California class B driver's license with passenger endorsement and youth bus certificate.

Working Conditions:

Works inside and outside. An example might be an office, recreation center, park, picnic areas, or open field. Working conditions also involve some travel and attendance at meetings, including some that are conducted off-site and/or in the evening. May also include irregular hours, weekends, and holidays. Must be fingerprinted for submission to the California Department of Justice in order to work in the Recreation Department specifically with children.

Physical Demands:

Must possess mobility to work in a office, classroom, and/or facility setting. The work emphasizes speech, hearing, and vision (including that color vision is necessary for accurately interpreting visual displays), as well as the ability to understand and carry out oral and written instruction. The work requires the ability to bend and reach as well as the ability to operate a variety of business machines. In some cases, noise levels may be moderate to bold with interruptions. The ability to lift objects weighing up to 30 pounds such as all types of recreational sporting equipment, files, folders, records, brochures and other miscellaneous items is required.

Skills and Personal Attributes Required:

Attention to accuracy, thoroughness, and detail is necessary. Good communication both oral and written is required. Should be able to read and interpret federal, state, and local regulations and laws. Should be comfortable and able to give oral reports to management, employee groups, and the general public, as well as facilitate meetings regarding recreation services as a representative of the City of Pinole.