

RECREATION COORDINATOR

Salary: \$3,366 - \$3,534 monthly, plus excellent benefits

Job Type: Full Time

Location: Colusa, CA

Overview

Under general supervision, assists with developing, organizing, implementing and leading a broad range of recreational activities and programs for all ages designed to meet the community needs and performs other related work as required.

CLASS CHARACTERISTICS

This is a specialized classification that has the responsibility for the development organization to conduct a variety of City recreation programs and services; it will also help manage the City's social media outlets to ensure that City information is being updated.

SUPERVISION RECEIVED AND EXERCISED

A Recreation coordinator will have supervisory or lead responsibilities to direct the work of other recreation workers such as score keepers, umpires, and lifeguards.

EXAMPLES OF ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

Incumbents may be assigned to varying work schedules, including evening and weekend work depending upon the scope of programs.

- Serve as a representative of the City of Colusa, demonstrating a positive, professional manner
- Assists with the development and implementation of various recreation programs, activities and special events
- Provides support with recruiting and hiring new personnel
- Provides training of temporary personnel
- Ensuring recreational facilities are clean and operational at all times. Some janitorial services and maintenance duties will be required.
- Assist with the development of flyers, department brochure and newsletters, and distribution of materials as needed and social media.
- Prepares reports, surveys, and evaluations as needed for programs
- Assists with purchasing supplies, inventory and stay within budget guidelines as directed by supervisor
- Promotes, develops and maintains positive public relations between the Department and the community with an emphasis on customer service
- Fosters employee's empowerment and a team approach in the delivery of services • Encourages employees to develop entrepreneurial and innovative ideas
- Responsible for carrying out the mission of the City and the department and adherence to the City and department's organizational values

- Performs other duties and assumes other responsibilities as apparent or as delegated Collateral Functions:
- May assist with collection of fees and program registration
- Assists with collecting data in the preparation of the annual budget related to recreational programs, activities, services and facilities

QUALIFICATIONS

Knowledge of:

- Methods and techniques in planning, organizing, and leading recreation programs and activities for all ages groups
- Current first aid and CPR applications (must be obtained within 6 months of date of hire)
- Safe driving and work practices
- Modern office methods and procedures
- Social media

Skill in:

- Organize and lead recreational activities
- Establish and maintain cooperative working relationships with those contacted in the course of work
- May be assigned varying work schedules, including evenings and weekends dependent on scope of program
- Perform physical work and/or athletic activity related to recreation programs; participation in recreation or sports programs
- Learn recreation hazards, effective safety regulations, precautions and first aid. Perform general clerical duties including typing, keeping statistics, and graphic arts
- Working with minimal supervision
- Coordinating multiple projects and meeting deadlines
- Maintaining positive public relations with emphasis on customer service

Ability to:

- Apply first aid and CPR
- Recognize, prioritize and accomplish needed tasks
- Promote customer service
- Work as part of a team
- Establish and maintain cooperative working relationships with City staff and departments and others contacted in the course of work
- Communicate effectively, both orally and in writing
- Meet the physical, mental and environmental demands of the job
- Follow oral and written directions
- Prepare reports and efficiently maintain accurate records
- Use initiative and exercise sound independent judgment
- Maintain departmental records
- Use a personal computer and job-related software applications
- Work independently in the absence of direct supervision

- Use courtesy, tact, and firmness in dealing with the public; evaluate alternative solutions and present recommendations; interact with the public effectively and courteously

EDUCATION AND EXPERIENCE

Any combination of education and experience that would demonstrate the knowledge, skills and abilities as outlined above is qualifying. A typical way to obtain the knowledge and skills is:

- Completion of two (2) years recognized college course work in teaching, gerontology, recreation, arts, social science or a closely related field;
- One (1) year of recent experience in a public service related program or an equivalent combination of training and education and experience which demonstrates the ability to perform the duties required of the class.

LICENSES

Possession of a valid California Class C driver's license. Must be able to obtain a State of California First Aid/CPR certification within six (6) months from date of hire.

PHYSICAL REQUIREMENTS

- Outside work during all 12 months of the year
- Inside work
- Weekends and evening hours
- Lifting objects of up to 50 pounds
- May be required to sit or stand for long periods of time
- Stooping, reaching, climbing, twisting and bending will be required,
- Communications with community members over the telephone and in person,
- Manual labor including cleaning.