

**CITY OF SAN CARLOS**  
**ADOPTED CC: 8-9-93**  
**REVISED CC: 12-14-98**  
**REVISED CC: 9-13-2010**  
**REVISED CC: 11/10/14**

**FLSA STATUS: EXEMPT**

## **RECREATION COORDINATOR**

### **DEFINITION**

This classification is responsible for planning, organizing, directing and implementing recreation and social services programs, requiring extensive face-to-face interaction with the public.

### **SUPERVISION EXERCISED AND RECEIVED**

Supervises part-time recreation staff members and volunteers as assigned. Receives general supervision from an assigned Recreation Supervisor or the Parks and Recreation Director.

### **ESSENTIAL AND IMPORTANT DUTIES**

- Develops plans for the delivery of recreation and social services to the public in accordance with the objectives set by the Recreation Supervisor or the Parks and Recreation Director. Ensures that necessary staff members and materials are available at the proper time. Locates and oversees the placement of the required equipment, supplies and materials.
- Understands recreation and social service objectives set by the Recreation Supervisor or the Parks and Recreation Director and is able to consistently translate these objectives into meaningful service activities.
- Exhibits effective leadership and instruction skills in the recreation and social service activities for which he/she is responsible. Effectively communicates these skills and techniques to participants and staff members.
- Evaluates the effectiveness of recreation and social services provided to the public. Solicits participant input to gauge participant reaction to program quality. Uses evaluation results and past program experience to plan new programs. Effectively plans programs that are convenient to users and participants to promote high levels of attendance and facility use.
- Supervises recreation and social service activity instructors, volunteers and other staff members as assigned. Objectively and constructively evaluates their performance, promptly apprising them of how well they are performing and/or in what specific areas they should seek improvement.
- Accurately collects and maintains statistics, attendance reports, and activity records. Submits a quarterly performance report to the Recreation Supervisor or Parks and Recreation Director on activity workload and work results. Maintains accurate records of the participants in the recreation and social services.
- Handles receipts for recreation and social services, according to proper management procedures.

- Orders supplies and materials for the activities in his/her area of responsibility.
- Effectively and accurately assesses the recreation and social services needs of participants. Develops effective plans for such services, taking into account the needs, problems, capabilities, and limitations of the participants.
- Interviews and selects part-time staff and contractual employees for duty in a variety of recreation programs and activities.
- May perform minor building maintenance duties, i.e., set up, breakdown and clean-up of classes and activities.
- Prepares and oversees budget for each supervised program, summarizing results at program end.

#### **OTHER JOB-RELATED DUTIES**

- Keeps current of changing needs within recreation and community and social service programs. Remains flexible in ensuring necessary modifications are made.

#### **JOB-RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge** of principles and techniques of recreation, instruction, and leadership of recreation activities; principles and techniques of supervision; program content of youth, adult, special needs, and Senior Citizen programs.

**Ability and skills** to instruct, train, and provide leadership to subordinates, volunteers, and recreation service participants; maintain accurate records; prepare and monitor program budgeting requirements; plan, implement and maintain the coordination of recreation programs; communicate clearly and concisely both orally and in writing. Establish, maintain and foster cooperative working relations with others contacted in the course of work; foster team work within the department.

#### **EDUCATION AND TRAINING**

Sufficient education and experience to satisfactorily perform the duties of this classification. A typical qualifying background would be one year of professional experience in recreation and a bachelor's degree from an accredited institution, with major course work in recreation or a related field.

#### **SPECIAL REQUIREMENTS**

Speak clearly and understandably; ability and dexterity to type and keep records; hear alarms, bells, voices and telephones; to read; to reach; to sit for extended periods of time. Willingness and ability to work flexible hours and overtime.

#### **LICENSES, CERTIFICATES AND REGISTRATION**

Possession of an appropriate California driver's license issued by the State Department of Motor Vehicles.