

# **CONEJO RECREATION & PARK DISTRICT**

## **Job Title: Recreation Coordinator**

**Division:** Recreation & Community Services

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### **Summary:**

Under general supervision, assists in organizing, leading, and conducting recreational programs and provides highly responsible and technical professional staff assistance in the development and conduct of specialized recreational programs, in accordance with District policies and procedures.

### **Essential Duties and Responsibilities:**

- Assists in the supervision, planning, organizing and conducting of specialized recreation programs in the area of fine and performing arts, sports, outdoor activities, or other areas.
- Prepares written publicity releases, speaks to school and community groups and promotes participation in scheduled activities through marketing plans.
- Schedules and assigns subordinates to supervise specific activities and evaluates progress.
- Instructs participants in various athletic and recreational activities.
- Supervises, trains, and appraises staff; prepares work schedules.
- Prepares and maintains a variety of records and reports on participation, equipment and facility use.

### **Other Duties and Responsibilities:**

- May coordinate activities, finances, and meetings of a Community Advisory Council.
- Assists in preparation of program budget.
- Coordinates and participates in equipment selection, physical set-up for special activities and the issuing and collecting of materials.
- May be required to transport materials or participants.
- Performs other related duties as assigned.

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. \*

#### **Education/Experience:**

Bachelor's Degree with emphasis in Recreation or a closely related field; two years (2) in public group recreational activity leadership experience including supervisory, public relations, marketing skills. Knowledge of principles and techniques pertaining to the specialized program activities and, program marketing and evaluation methods; or an equivalent combination of education and experience.

#### **Language Ability:**

Ability to read, analyze, and interpret documents in area of expertise, technical procedures, or government regulations. Ability to write reports, correspondence and procedure manuals. Ability to communicate effectively in written and oral form. Ability to present information and respond to questions.

**Math Ability:**

Ability to calculate figures and amounts such as percentages and costs. Ability to determine cost of contractors and provide budget input.

**Reasoning Ability:**

Ability to solve practical problems and deal with a variety of concrete variables in standardized situations. Ability to interpret a variety of instructions furnished in written or oral form.

**Certificates and Licenses:**

First Aid and CPR certificates within 6 months of employment; California Driver's License. All positions working with children under 18 require finger print clearance.

**Supervisory Responsibilities:**

Directly supervises employees. Number of employees supervised will vary depending on Unit assignment. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. \*

While performing the duties of this job the employee is regularly exposed to outdoor weather. Occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; and risk of electrical shock. The noise level in the environment is moderate to loud. Exposure to hazardous conditions in the environment will vary depending on Unit assigned.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. \*

While performing the duties of this job the employee regularly talks or hears. The employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to climb or balance; and stoop, kneel, crouch or crawl. The physical demands will vary depending on Unit assignment.

\*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Title: Rec. Coord  
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*Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned them by their supervisors or by law.*