

Pleasant Valley Recreation and Park District, CA



JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

RECREATION COORDINATOR

Department: Recreation

Pay Grade: F105

FLSA Status: Non-Exempt

JOB SUMMARY

To supervise, assign and review the work of staff responsible for various programs; to oversee and participate in all work activities; and to perform a variety of technical tasks relative to assigned area of responsibility.

ESSENTIAL JOB FUNCTIONS

- Directly supervise and manage full-time, part-time employees, contracted instructors, and volunteers.
- To include onboarding, training, scheduling, professional development, HR related items while adhering to District guidelines, policies, and procedures.
- Develop, conduct, promote, supervise, manage, and participate in various activities, programs, events, and rentals to include use of equipment, facility management and programming, while maintaining records, preparing evaluation reports on programs and maintain district reports.
- Will provide support with marketing/programming material for recreational programs to include public relations, print materials, and digital media.
- Will open, close, secure, setup/break-down and maintain a safe program environment and facilities that align with District rules and regulations.
- Respond to public and internal inquiries made by telephone, correspondence, or during public meetings about activities, programs, and events while maintaining a professional attitude and appearance.
- Evaluate programs and facilities to ensure optimum utilization and service to community and to ensure recreation programs meet the needs of the community of all ages and abilities, while implementing market driven initiatives.

- Demonstrate continuous effort to improve operations and streamline work processes within the District and outside organizations.
- Present to the Board of Directors on activities, events, and programs and provide input, data, and support to the Recreation Supervisor for Staff Reports.
- Perform cash handling duties using basic mathematical calculations with speed and accuracy, receive payment, count money, make change, and prepare District reports.
- Respond to injuries by administering First Aid, CPR, and rescue breathing if needed and adhere to District guidelines, policies and procedures.
- Maintain communications and effective working relationships with co-workers, supervisors, other governmental agencies, non-profit organizations, civic groups, elected and appointed officials, community groups and the public-at-large.
- Participate in the preparation and administration of the recreation division budget, submit budget recommendations, and monitor expenditures.
- Attend and participate in professional group meetings/training staying abreast of new trends and innovations in the field of recreation and parks.
- Perform other related duties as assigned.

QUALIFICATIONS

Education and Experience:

Associate's degree with emphasis in recreation or a closely related field and with a minimum of two (2) years of progressive experience in public group recreational activity leadership. 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.

Special Qualifications:

Position requires an average amount of driving, therefore, must have daily access to a vehicle, and possess a valid California driver's license, and maintain appropriate insurance on vehicle used in the course of business duties. Position may involve driving to events as a representative of the District. CPR and First Aid Certification are required no later than six (6) months after employment. Successful completion of tuberculosis, drug and alcohol screening, and criminal justice fingerprint clearance/background check required.

Knowledge, Skills, and Abilities:

- Knowledge of operations, services, and activities of parks and recreation programs; principles and practices of recreation program development and administration; marketing theories, principles, and practices as related to recreation services; principles of budget preparation and control; procurement practices; principles of supervision, training, and performance evaluation.
- Ability to read, analyze, and interpret documents in the area of expertise, technical procedures, or government regulations; write reports, correspondence, and procedure manuals; communicate effectively in written and oral form; present information and respond to questions.

PHYSICAL DEMANDS

The work is categorized as medium. Additionally, the following physical abilities are required:

- Mobility: frequently required to stand, sit, twist and walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl.
- Lifting: frequently lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 75 pounds.
- Dexterity: use hands to finger, handle, or feel.
- Hearing/Talking: frequent hearing and talking, in person and on the phone or two-way radio.
- Vision: Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Emotional/Psychological: frequent concentration; frequent public and/or coworker contact; occasional working alone.
- Environmental: frequent exposure to heat, cold, and inclement weather conditions.

WORK ENVIRONMENT

While performing the duties of this job, the employee is occasionally exposed to the risk of electrical shock. The noise level in the work environment is usually loud. The noise level in the work environment is usually loud. This position may require overtime and adjusted schedules for special events and program related activities.

Pleasant Valley Recreation and Park District has the right to revise this position description at any time and does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date