

## **JURUPA COMMUNITY SERVICES DISTRICT RECREATION COORDINATOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

Under general supervision to, plan, organize, monitor and conduct a variety of recreational classes, special events and sports activities; prepares and presents a variety of oral and written reports; maintains a variety of records and files; performs related work as assigned.

### **CLASS CHARACTERISTICS**

A Recreation Coordinator is expected to work productively even in the absence of a supervisor. Employees in this class often have contact with the public, meets and interact with members of the community. Accurately perceive and respond to the recreational and community service needs of community groups and individuals. Recruits volunteers, contract instructors, program providers and outside agencies to fulfill a complete recreational program. Organizes and oversees and may conduct one or more recreation and community oriented programs.

### **ESSENTIAL FUNCTIONS**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude the position if the work is similar, related or a logical assignment to the class.*

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Letters in parenthesis at the end of each function statement represent the abilities required to perform that function.

Direct, review athletic and sports programs. Evaluate recreation and sports programs for public acceptance and effectiveness.

Develops and promotes recreation programs and other activities as needed. Prepares flyers and promotional material for programs and events.

Maintains necessary forms and records. Maintains necessary records to insure compliance with budget requirements.

Schedule and maintain monthly calendars of activities. Prepares and evaluates fees and prepares recommendation for establishment or revision.

Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of

managers, clients, customers and general public. Respond to requests for information, complaints and resolving problems.

Performs varied general office support duties such as typing correspondence and reports, processing outgoing mail, filing, making copies, and providing general District related information.

Meet with community and civic groups to explain programs. Interprets recreation service to public and participates in community meetings and organizational planning.

Working effectively with various agencies

Schedule must be flexible to work evenings, holidays or weekends as needed.

## QUALIFICATIONS GUIDELINES

### Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include equivalent to graduation from high school and two years of experience in planning and conducting a wide variety of recreational programming.

### Knowledge and Skill Levels

Modern principals, practices, safety and techniques of planned recreation and community service activities. Community service agencies, organizations, programs and activities. Techniques of effective record keeping and research methods and procedures. Coordinate and oversee assigned recreation and community service activities and programs. Prepare a variety of reports and presentations. Research, collect, analyzes, interpret and explain information related to community service programs, activities and facilities.

### Physical Requirements

Employees must meet the following requirements, which are necessary to successfully perform the essential functions of this class:

Communicate orally and by telephone with management, co-workers, and the public in face-to-face, one-to-one, and group settings; use office equipment such as computer terminals; sit or stand for extended periods of time; have hearing and vision within normal ranges; carry, push, reach and lift up to 40 pounds.

Occasionally stoop, kneel or crouch; sufficient manual dexterity to operate office equipment.

Special Requirements

Possession of a Class C California driver's license and a satisfactory driving record.

A person hired into this class may be required to either possess at entry or obtain within specified time limits designated licenses, certifications or specialized education and training relevant to the area of assignment.

Possession of or ability to obtain certification from District provided CPR/First Aid Training.

FLSA / Non-Exempt  
Range 26

1300 Admin/job descriptions/reviewed 01/08