



CLASS SPECIFICATION

Class Code: 4031
Date Est: 08/1992
Last Rev: 01/2020
Last Title Chg: 06/2007
FLSA: non-exempt
Probation: 12 months

RECREATION COORDINATOR

DEFINITION

Under general supervision, monitors, develops, implements and coordinates a variety of recreation or special programs, at designated facilities; supervises assigned seasonal staff; serves as a liaison between program staff, parents and department management; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor's degree from an accredited college or university in recreation or a closely related field AND one year of full-time experience overseeing recreation programs and/or activities or education exhibition activities; OR an equivalent combination of related education and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment.

Certified Pool Operator's certification must be obtained within six months of appointment if assigned to an Aquatics Facility.

CPR/First Aid certification must be obtained within six months of appointment if assigned to an Aquatics Facility.

DISTINGUISHING CHARACTERISTICS

This is the second level in the Recreation Specialist class series. It is distinguished from Recreation Specialist by performing duties with greater independence, having coordination responsibility for one or more recreational or educational programs at designated facilities and supervising seasonal employees. It is distinguished from Recreational Supervisor who has greater administrative responsibility, more complex duties, acts with greater independence, has full supervisory duties, and manages a wide range of programs and activities at multiple facilities or sites.

SUPERVISION EXERCISED

Supervises assigned part-time, seasonal staff including Recreation Specialist, Senior Recreation Leaders, and/or Recreation Leaders. May supervise a Recreation Coordinator on a seasonal basis.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Monitor and evaluate program operations, review activities and make on-site visits to observe staff and participant interactions, program participation, and instructor presentations.

Assess, plan, and monitor the levels of supply and sundry items for program activities; conduct regular inventory of supplies at program sites; prepare and submit requisitions and coordinate with purchasing.

Communicate with parents, program staff, and participants to explain programs, policies, respond to inquiries, and address and investigate concerns; resolve problems if possible or refer to appropriate staff.

Supervise staff; participate in interview process and make hiring recommendations; schedule staff to ensure proper staffing levels; provide training in work methods; oversee staff performance of duties; prepare performance evaluations; give input regarding disciplinary issues.

Participate in development of budgets for assigned programs; make recommendations for new equipment and/or supplies; maintain the program budget in accordance with established guidelines; monitor accounts to ensure that encumbrances, receivables, and payables are recorded accurately.

Collect money, write receipts, balance monies collected, make deposit, and submit transmittal form and deposit slip to treasurer.

Serve as lead at various recreation program sites throughout the County in areas of assigned responsibility.

Administer contracts for instructors and service providers; complete contract with logistical arrangements, verify possession of business license, required certifications, and proof of insurance; monitor performance and recommends improvements; cancel contract if necessary.

Perform research and recommend new activities for incorporation into recreation programs; survey community, interest groups, schools, etc; recruit for service providers.

Monitor the physical and mechanical condition of facilities and notify respective superintendent of repair/maintenance needs.

Implement new activities through staff training or direct demonstrations to participants to stimulate interest and promote a diversified program.

Coordinate with various county departments and outside agencies to facilitate daily and future operational needs and provide information.

Oversee operation of park attractions and/or exhibits; monitor utilization to ensure compliance with federal, state and local safety regulations; schedule and coordinate regular, routine maintenance.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner, which does not expose them or others to unnecessary harm or risk of on-the-job injury.

May fill in at other recreation sites and programs as needed.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Washoe County Parks and Recreation programs, operations, and administrative policies and procedures.

Goals and objectives, functions, protocol, staffing, and activity guidelines within an assigned recreation program.

Countywide personnel policies.

Ability to:

Supervise personnel, including training, assigning and reviewing work, administering discipline, and conducting performance evaluations.

Plan, coordinate, and direct an assigned recreation program to accomplish established goals and objectives and optimize efficiency.

Implement work methods and procedures that promote a safe working environment and ensure proper staff training in work safety.

Entry Level (*Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.*)

Knowledge of:

Principles and practices of program planning, implementation, and evaluation.

Recreation programs and activities, including appropriate facilities, equipment, and supplies required for program services.

Teaching techniques.

Supervisory principles and practices.

General math, including addition, subtraction, multiplication, division, and accounts maintenance.

Ability to:

Interpret and apply established program policies and protocols.

Develop recreational activities geared to appropriate age groups.

Demonstrate and promote participation in recreation activities.

Develop and prepare reports.

Communicate effectively, both orally and in writing.

Relate objectively and without bias to individuals from different sociological and economic backgrounds.

Establish and maintain effective working relationships with department and recreation program staff, vendors, parents, children, and the public.

SPECIAL REQUIREMENTS (*Essential duties require the following physical skills and work environment.*)

Must be able and willing to work weekends and split shifts.

Ability to sit, stand, and walk for extended periods. Ability to frequently stoop and kneel. Ability to operate office equipment, including computer, telephone, calculators, copiers, and FAX machine. Ability to lift and carry objects weighing up to 50 lbs.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.