

CITY OF BRISBANE

RECREATION PROGRAM COORDINATOR

Definition

Under the direct supervision of the Recreation Supervisor, plans, organizes, publicizes, directs and implements recreation programs for various age groups; organizes and conducts special events; and oversees part-time staff and volunteers.

Class Characteristics

This classification is distinguished from all other classes by its responsibility for the day-to-day operation of recreation programs, and by its coordinating, supervisory, and administrative duties for the assigned program. Not every position will perform each duty indicated below.

Examples of Duties (Illustrative Only)

- Evaluates effectiveness of recreation programs; revises and updates program content to assure currency and relevance; designs services for given age and/or interest groups to provide programs such as: sports, camps, childcare, aquatics, enrichment, fitness, art, etc.
- Supervises and evaluates employees and volunteers; may assist in recruiting, interviewing, and selecting employees; ensures the orientation of staff to department philosophy, policies, and programs.
- Works cooperatively with staff, parents, children, school district employees, community groups, athletic organizations, and other public- and private-sector staff and volunteers; coordinates with appropriate agencies to ensure that necessary services are provided.
- Assists in financial management of the program by preparing budgetary information; may prepare program and fiscal reports; collects and deposits revenues.
- Handles the operations of recreation facilities including community centers, gymnasiums, tennis courts, swimming pools, playgrounds, sports fields, parks, picnic areas, etc. Establishes and assures: proper opening/closing procedures, daily and periodic custodial maintenance, continual compliance with health and safety requirements, needed facility maintenance, repairs and/or renovations, staff coverage, and public relations
- Ensures that staff, facilities, and programs are in compliance with County, State, and Federal requirements and licensing regulations.
- Plans, organizes, and implements the details of special event activities such as: festivals, community celebrations, holiday programs, art shows, exhibits, award ceremonies, concerts, and other athletic, cultural, recreational programs.
- Prepares and distributes program publicity and promotional materials; establishes programming schedules, arranges for the purchase of equipment, supplies and materials.
- Secures contractual services needed for delivery of program services.
- Obtains permits, licenses, and other authorizations as required for program operations.
- Perform a variety of office-related functions including program registration, answering citizen inquiries, and maintaining records and reports as required.
- Performs other assigned duties which are necessary to the effective delivery of recreation facilities and program services to the community and which are consistent with the scope of the responsibility of the classification.

Qualifications

Knowledge of:

- Principles, methods, practices, and techniques used in organized recreation programs, such as pre-school, elementary, teen, adult, and senior program areas.
- Scheduling techniques for aquatic and recreation programs, facility use and sports leagues.
- Principles of supervision.
- Budgeting, accounting, and fiscal record keeping.
- Computer systems and related programs.
- Federal and State regulations as they relate to recreation and/or aquatic programs; other applicable laws and regulations.
- Psychology as it relates to the instruction of children and adults.
- Rules and regulations applicable to swim center facilities. (Required of Aquatics Coordinator only.)
- Water filtration and water chemistry. (Required of Aquatics Coordinator only.)

Skill in:

- Planning, coordinating, and directing the services for effective recreation programs.
- Developing and implementing procedures and systems.
- Effectively supervising assigned personnel.
- Displaying and promoting outstanding customer service skills.
- Establishing and maintaining cooperative working relationships with those contacted in the course of work.
- Making accurate arithmetic calculations and counting money.
- Effectively handling problems associated with the mechanical operation of the pool. (Required of Aquatics Coordinator only.)
- Learning and adapting to changing priorities and multiple demands.
- Interpreting and accurately applying rules and regulations.
- Communicating clearly, both verbally and in writing.
- Writing clear and comprehensive reports.
- Operating a computer and its associated programs.

Education and Experience

Equivalent to graduation from high school supplemented with an Associate's Degree in education, recreation, physical education or a related field and two years of recreation programming experience. A Bachelor's Degree in education, recreation, physical education or a related field is desirable.

Licenses/Certificates:

Possession of a California driver's license and have a satisfactory driving record. Must possess or obtain prior to the completion of the probationary period First Aid and Infant and Adult Cardiopulmonary Resuscitation (CPR) certificates. Employees assigned to aquatics oversight must have certification in Lifeguard Training, Water Safety Instructor (WSI), Community First Aid and Safety, and Cardiopulmonary Resuscitation (CPR) for the Professional Rescuer. Employees assigned to aquatics must also possess or obtain prior to the completion of the probationary period Public Pool Operator certification. Certifications and licenses must be maintained as a condition of continued employment. Fingerprint clearance is required.

Physical Demands:

The essential duties require the following physical skills and work environment: ability to sit, stand, walk, run, kneel, crouch, stoop, squat, twist, climb, and lift 35 pounds; work in an indoor and outdoor environment, with exposure to noise and confining workspaces; travel to different sites and locations;

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must be able to work flexible hours, including evenings, weekends and holidays throughout the entire year. Employees assigned to aquatics must also possess the mobility to perform water rescues and swim instruction, vision to see swimming pool, surrounding area and under water.

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Bargaining Unit: General Employees Association

Resolution: 2001-55

Former Titles:

Abolished: