



---

## RECREATION COORDINATOR

---

### **DEFINITION**

Under general supervision, plans, coordinates and implements a variety of recreation programs and special events.

### **SUPERVISION EXERCISED**

May exercise supervision over part-time staff and volunteers and functional supervision of program clients.

### **EXAMPLES OF DUTIES**

*Duties may include but are not limited to:*

Plan, develop and implement recreation, sports, leisure programs and special events for all participant ages; prepare and maintain annual calendar of programs and events.

Assist and supervise assistance of clients individually and in groups in educational, arts and crafts, recreation, leisure, special events and Hillside Wilderness Preserve activities.

Coordinate scheduling and training of part-time, volunteer and contract staff; determine personnel, uniforms, equipment and materials needed for program activities and maintain inventory of supplies and equipment.

Coordinate reservation of public facilities, sports field preparation, set-ups, take-downs and cleaning.

Coordinate collection and accounting of class registration fees; submit purchase requisitions.

Assist in budget preparation and monitoring.

Train, supervise, evaluate, motivate and discipline subordinate personnel, volunteers and contract staff.

Prepare news releases, brochures and other printed materials.

Evaluate programs and program attendance and recommends new or cancellation of programs.

Analyze trends in recreation programming, community attitudes, offered and requested programs and recommend changes to meet demands.

Represent the City at professional and community group meetings; coordinate activities and information with outside agencies such as the Monrovia Unified School District and Boys and Girls Club.

Prepare and present reports to the Community Services Commission.

Perform related duties as assigned.

### **KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of:

Methods, materials, equipment and strategies used in early childhood, youth and senior citizen development and education.

Development milestones and needs of pre-school aged children, youth and seniors.

Techniques used in budget preparation and monitoring.

Principles of employee and volunteer training, supervision, evaluation, motivation and discipline.

Techniques used in dealing with the public, volunteers and customer service.

Ability and Skill to:

Patiently work with children, youth and seniors individually and in groups.

Respond to questions from the public and staff.

Develop activities to engage pre-school aged children, youth and seniors.

Remain current on trends and innovations in child development/early childhood youth and senior education, programs and activities.

Prepare and monitor program budget.

Train, supervise, evaluate, motivate and discipline subordinate staff and volunteers.



Plan and implement special events for children, youth, seniors and their families.

Plan and organize work to meet schedules and timelines.

Communicate clearly both orally and in writing.

Perform duties of an emergency worker in the event of a natural or other disaster.

### **QUALIFICATIONS**

*Any combination of education and experience that would provide the required knowledge, abilities and skills is qualifying. A typical way to obtain the qualifications would be:*

BA/BS in Recreation Programming, Public Administration, Social Services or related field and three (3) years increasingly responsible experience working with pre-school aged children, youth or seniors.

### **LICENSE OR CERTIFICATE**

Must possess appropriate CA DL and a satisfactory driving record; American Red Cross certifications in C.P.R./ First Aid and Automated External Defibrillator (AED) Essentials.

### **ESSENTIAL JOB FUNCTIONS/A.D.A.**

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person

Ability to participate in children's educational, arts and crafts and playground activities.

Ability to sit for two hours at a time

Ability to lift up to 50 pounds

Ability to climb a footstool or ladder for the purposes of retrieving records

Ability to get from one location to another in the course of doing business

