

## JOB DESCRIPTION

City of Patterson



Human Resources

## RECREATION COORDINATOR II

### JOB SUMMARY

*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.*

Under general supervision from the Recreation Programs Supervisor, the Recreation Coordinator II assists the Recreation Supervisor with recreational programs for the community of Patterson in a variety of programs; The Coordinator will assist with part-time staff trainings, schedules, and may supervise part-time staff and volunteers when Supervisor is not present; develops partnerships with non-profit organizations and community groups to provide a variety of programs that enhance community safety, health, and wellness; assists with the development of public relations and marketing materials; promotes staff development activities for all staff; and performs related duties as required and special Projects as assigned.

The Recreation Coordinator II is the advanced level classification in the Recreation Coordinator series. This classification is distinguished from Recreation Programs Supervisor in that the latter has full first-level supervisory responsibility and provides direction and coordination of assigned recreation programs and activities.

**Distinguishing Characteristics:** The Recreation Coordinator II may be assigned to **Environmental Education**. Incumbents in this assigned area manage a comprehensive teen and family outdoor recreational program for the community of Patterson. This position develops, organizes, supervises, and executes outdoor recreation programs for youth and families. This position should have a strong passion for teaching and sharing about our natural environment, outdoor adventurers, and strong leadership skills.

### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Recreation Programs Supervisor.

Directly supervises part-time staff and volunteers assigned to the program.

### ESSENTIAL DUTIES

*Typical essential duties may include, but are not limited to, the following:*

Assists with the planning, organizing, coordinating, and directing of a variety of assigned recreation activities.

Directs, trains, and evaluates the work of part-time employees and summer program leaders.

Supervises, trains, and evaluates subordinate staff.

Monitors program participation; evaluates program activities and prepares reports on program participation and proposals for future programming.

Schedules facilities, secures supplies and equipment and provides field and site preparation for recreation activities.

Coordinates seasonal sports clinics and directly conducts assigned recreation programs. Coordinates outdoor trips for the teen community.

Prepares press releases and bulletins and performs general public relations and marketing duties to promote the health, fitness and safety benefits of aquatic programs for all age groups.

Prepares a variety of plans, records, program, and activities reports; maintains records, files, and mailing lists.

Meets with and organizes advisory boards that make recommendations for improvements on programs.

Answers questions and provides information to the public; investigates complaints and recommends corrective action as necessary to resolve complaints or defer to supervisor as appropriate.

Observes and enforces safe work practices and disciplinary procedures for assigned employees.

Performs related work as required and special projects as assigned.

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

**Knowledge of:** Principles of supervision, employee motivation and team building; best practices for recreation programming; goals, objectives, principles, procedures, materials, rules, and regulations related to recreational services and assigned program area(s); principles and practices used in planning, implementing and supervising recreational programs; best practices related to assessing program results, demonstrating outcomes both qualitatively and quantitatively; and developing recommendations to enhance program effectiveness; modern office practices including effective use of a personal computer and program standard software applications; basic program administration practices, including budgeting, purchasing, inventory control, facility and staff scheduling; marketing and promotion techniques; and principles of customer service and public relations.

**Ability to:** Multitask to handle competing priorities and demands; understand and carry out oral and written directions; organize, develop, implement, supervise and evaluate effectiveness of programs; assess program results, both qualitatively and quantitatively demonstrate outcomes, and recommend improvements to enhance effectiveness; train, schedule staff, volunteers and facilities to meet program needs; coordinate programs and activities with community groups; understand community needs in a variety of programs and service areas; develop reports, evaluations and other material as appropriate; effectively use written, oral and presentation communication techniques; resolve conflicts effectively; respond to public inquires and complaints; communicate courteously and effectively with the general public; and establish and maintain effective working relations with Boards, Commissions, public groups, agencies, school officials, the media and other contacted in the course of work. Ability to speak Spanish is desirable.

## **NECESSARY SPECIAL REQUIREMENTS**

Must be 18 years of age or older.

Bilingual (Spanish/English) preferred.

Must successfully pass a pre-employment medical examination, including a drug screen, fingerprint, background check and reference check.

Must be able to provide proof of U.S. citizenship or legal right to work in the United States.

**If assigned to Environmental Education:**

Desire to lead, motivate, and manage groups of varying ages, abilities, and backgrounds.

Experience leading groups of youth in outdoor recreation activities.

Demonstrated ability to manage logistics in an organized fashion.

Willingness to be flexible with work assignments and roles.

Knowledge of associated skills and equipment for leading outdoor recreation activities.

Comfort speaking in front of a group.

**EXPERIENCE and CERTIFICATIONS**

Any combination of education, training and experience that would likely provide the required knowledge, skills, and abilities: Normally this would include:

**Education:** Must have a High School Diploma or GED equivalent. An Associate's Degree in general recreation activities, community services or non-profit administration or closely related field is preferred.

**Experience:** Three (3) years of increasingly responsible experience in multiple program areas, or two (2) years of work experience comparable to the work of a Recreation Coordinator I with the City of Patterson; that includes at least one (1) year of experience supervising temporary, permanent, part-time, or full-time program staff.

**License or Certificate:** Possession of a valid California Class C Driver's License.

Lifeguard Training certification, if assigned to Aquatics program, preferred

CPR/First aid certification by the American Red Cross or American Heart Association.

Basic Life Support CPR for Professional Rescuer certification, if assigned to Aquatics program.

Youth Sports Administrator certification through the National Alliance for Youth Sports, if assigned to Youth Sports program.

**PHYSICAL REQUIREMENTS**

**Physical Requirements:** While performing office duties, frequently required to sit for extended periods, to hear and speak to communicate effectively on the phone and in person; intermittently twist and bend to reach; and use simple grasping and fine manipulation to keyboard. Recreational and field activities are physically demanding: regularly required to frequently bend, stoop and reach above shoulder level; occasionally squat,

crawl, crouch, kneel and maintain balance on slippery surfaces; and frequently lift and carry up to 50 pounds to moves tables and stack chairs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

**Environmental Conditions:** Work is performed in both a standard office environment and in a recreation facility or in the field; noise level is usually quiet while in the office to moderately loud when in the field.

**FLSA Status:** Non-Exempt

**Revised:** August 2022