

## CITY OF LINCOLN

### RECREATION COORDINATOR

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

#### **DEFINITION:**

Under general supervision, assists with the organization, implementation and supervision of City recreation and community service programs in one or more program areas, including youth sports, adult sports, teen programs, senior programs, day camps, aquatics, community classes, facilities and special events; assists with the hiring, training and supervision of volunteer, seasonal, temporary and/or part-time personnel; performs other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS:**

The **Recreation Coordinator** is the single support class responsible for providing general guidance to one or more City recreation related programs and activities involving children, teens, adults and seniors. Work is performed at a variety of recreation sites, including community centers, playgrounds, parks and other sites.

#### **SUPERVISION RECEIVED/EXERCISED:**

Receives general supervision from the Recreation Supervisor and Recreation Program Manager. May exercise functional or technical supervision over volunteer, seasonal, temporary and/or part-time personnel.

#### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Plans, organizes, and coordinates a variety of recreation and community service programs in one or more program areas of youth sports, adult sports, teen programs, senior programs, day camps, aquatics, community classes, facilities and special events.
- Conducts informal assessments and surveys to determine recreational needs and interests of the community; develops and implements new programs, events and activities; evaluates program proposals submitted by instructors; plans and schedules programs, timing and locations, including obtaining required permits.
- Schedules, plans, and directs activities and events associated with assigned recreation program area; promotes assigned program area through news releases, public service announcements, flyers, brochures, social media, email marketing and current website information.
- Participates in the selection of full-time and part-time staff, contract instructors, and volunteers; provides and coordinates training, oversees work activities and performance and makes related recommendations.

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- Participates in budget preparation; prepares cost estimates for assigned programs; prepares purchase order requests; submits justifications for part-time and seasonal staff, materials, supplies and services; assures adequate inventory of needed supplies; monitors and controls expenditures.
- Supervises the use, condition and scheduling of recreation facilities; works with other City departments and divisions to ensure proper maintenance and safety of facilities related to assigned program area; oversees City field use including youth sport allocations, joint use agreements, and rentals.
- Prepares financial and statistical reports related to program attendance and revenues; benchmarks programs and services; compiles and analyzes trends; prepares other reports and administrative materials.
- Provides clerical support such as processing program registration, answers telephones, processing accounts payable, assists with cash handling and deposit procedure, answers customer questions and provides information to the public; investigates complaints and recommends corrective action as necessary to resolve complaints.
- Develops and conducts surveys of parents, communities and the general public regarding recreation programs and facility use; compiles data and recommends new programs or revisions to existing programs based on survey results.
- Builds and maintains positive working relationships with co-workers, other City employees and the public using principles of good customer service.

### **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in keeping records and preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents and acute hearing is required when providing phone and personal service. The nature of the work may require the incumbent to work outdoors, lift equipment and materials weighing up to 25 pounds and come in contact with chemical agents used in pool maintenance.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

#### **Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Recreation Coordinator**. A typical way of obtaining the required qualifications is to possess the equivalent of one year of experience implementing recreation programs or events, and a high school diploma or equivalent. A minimum of 15 college level units in the area of recreation, physical education or a closely related field may be substituted for one year of experience.

#### **License/Certificate:**

Possession of, or ability to obtain, a valid class C California driver's license and possession of a current CPR and First Aid certification.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KSA's necessary to perform essential duties of the position.)*

**Knowledge of:**

Basic principles, philosophies and practices of recreation administration; techniques for officiating events; equipment used and field preparation for team sports; recreation philosophy, planning and administration; facilities, operations and techniques used in a comprehensive community recreation programs; methods and techniques of supervision, training and motivation; methods and techniques of supervising volunteer, seasonal, part-time and/or contractual staff; basic principles of mathematics; applicable federal, state and local laws, codes and regulations related to assigned recreation projects and programs; rules, regulations and policies affecting and related to recreation projects and programs; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

**Ability to:**

Plan, organize and coordinate activities to suit the needs of the community; develop, coordinate and direct varied activities involved in a community recreation program; learn to officiate recreational activities; work flexible hours, including holidays, evenings, weekends and split shifts; analyze recreational program issues, and develop and recommend appropriate responses; learn more complex principles, practices, techniques and regulations pertaining to assigned duties; implement, explain and apply applicable laws, codes and regulations related to recreational program assignments; plan and lead the work of temporary paid staff and volunteers; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; enforce safety rules relating to assigned recreational events; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Operate standard recreation tools and equipment and operate an office computer and a variety of word processing and software applications.

**Salary Range:** Refer to Professional Administrative Group Salary Schedule  
**FLSA:** Nonexempt  
**Employee Group:** Professional Administrative Group, Local 39  
**Effective:** July 1, 2017