

## **JOB DESCRIPTION**

# **RECREATION COORDINATOR**

### **DEFINITION**

Under the general direction of the Recreation Supervisor, coordinate and manage various recreation and cultural programs; create, design and publish Recreation Guide; assist in organization, promotion and coordination of special events and activities; and to perform related duties as assigned.

### **EXAMPLES OF DUTIES:**

These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title. **(E) Essential Duty; (M) Major Portion of Time**

- Organize, plan, schedule, promote, implement, supervise and evaluate enrichment programs, classes and special events. (E,M)
- Develop sponsorship programs including the recruitment and retention of new partners and sponsors for programs and events, as well as coordinating advertisement sales for the department. (E,M)
- Promote and coordinate recreation and cultural programs, leisure classes, camps/clinics, and special events by inspiring exploration, involvement, and enjoyment in the arts including dance, drama, music, theatre, and visual. (E,M)
- Proficiently operate computer and software programs including Adobe Creative Suite in the design, preparation, and distribution of publicity, including the tri-annual Recreation Guide. Create press releases, flyers, and printed schedules, including working with contracted graphic artists and printers (E,M)
- Promote interest and participation in recreation and cultural activities through public relations, social media and informational programs. (E)
- Administration of the recreation programs, including processing registration forms, accepting fees, working with instructors, scheduling facilities for use and requesting insurance coverage. (E,M)
- Maintain records, prepare program rosters, track program income and expenses. (E,M)
- Assists in recruitment, selection, training and supervision of seasonal personnel. (E,M)
- Plans work, schedules, and trains assigned staff. (E,M)
- Order supplies, materials, equipment and maintain inventory for programs and events. (E,M)
- Responds to citizen inquiries and requests for information. (E)
- Assists in coordinating recreation and cultural activities with contractors, partners, and outside agencies. (E,M)
- Actively researches new programs, recruit new contract class instructors, and develop new leases for programming partnerships. (E)
- Responsible for ad sales related to the Recreation Guide and the recruitment and retention of new partners and sponsors for programs and events. (E,M)
- Assists in the implementation of the Concerts in the Park, Moonlight Movie Madness, Family Fun in the Sun, Ukiah Country PumpkinFest, Bounce to the Stars, Ukiah on Ice and other programs and activities as assigned. (E)
- Assists with organizing community meetings pertaining to programs and facilities. (E)
- Works flexible hours, including weekends, evenings, and holidays. (E)
- Performs related duties as assigned.

### **QUALIFICATIONS**

#### **Knowledge of:**

- Principles, procedures, and requirements used in developing and administering a coordinated recreation program adapted to the particular needs of the community, including youth and cultural activities.
- Modern office procedures, methods, and computer equipment.
- Business letter writing and basic report preparation.

- Recent developments, current literature, and sources of information related to leisure services planning and administration.
- Public relations principles and techniques.

**Ability to:**

- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative relationships with the general public and those contacted in the course of work.
- Properly interpret and make decisions in accordance with laws, regulations, and policies.
- Work well independently.
- Work well in a fast-paced, often hectic environment, and meet established deadlines.
- Generate support and enthusiasm of leaders, participants, groups, and agencies in recreation programs.
- Direct and implement recreation and cultural programs suited to the needs of the community.
- Perform responsible and difficult work involving the use of independent judgment and personal initiative.
- Coordinate and compile information and statistics into complete, clear, and concise records and reports.
- Operate and use a computer and appropriate software programs for long periods of time.
- Lift 50 pounds.
- Work flexible hours and weekends.

**Experience and Education:**

Any combination of education and experience that is equivalent to graduation from high school. Work experience and/or college course work in recreation or related field preferred. Experience with PC based applications including Word, Excel, internet browsers, and Adobe Creative Suite.

**Necessary Special Requirements:**

- Possession of a valid Class C California Driver license.
- CPR for infant, child and adult and standard first aid certificate must be obtained within first 3 months of employment.