

CITY OF WATSONVILLE

JOB TITLE: Recreation Coordinator

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To plan, organize, coordinate, and direct assigned recreation programs, activities, and special events. Employees in this classification receive general supervision within a framework of standard policies and procedures. This job class directs and supervises the work of others in a lead capacity. This job class is typically responsible for several program areas and functions at a journey level of classification. This job class requires knowledge of recreation principles and methods as well as organizational and planning skills.

TYPICAL DUTIES

- Plans, organizes, coordinates and directs assigned recreational programs and activities which may include competitive sports, playground and day camp programs, teen programs, special classes, trips, and special events
- Directs, coordinates, and monitors the work of Recreation support staff in a lead capacity
- Recruits, directs, and monitors the work of volunteer assistants
- Promotes department activities and events: prepares brochures, flyers, and news releases: provides information to the public and media
- Meets with community groups to promote activities and encourage involvement
- Supervises use of recreation equipment and supplies; maintains inventory
- Prepares reports, correspondence, and budget estimates for assigned programs
- Schedules use of recreation facilities and buildings
- Performs related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS

Possession of:

- a valid and appropriate California Driver's license, including a safe driving record

Knowledge of:

- principles and techniques of organizing and directing a variety of recreational activities
- recreational programs for specialized groups such as preschool, handicapped, teens, senior citizens

Ability to:

- provide creative leadership in organizing and directing recreational activities
- properly schedule programs and activities
- prepare accurate reports, as required
- effectively promote assigned activities and events
- work well with community groups, participants, and staff
- effectively and tactfully communicate in both oral and written forms
- establish and maintain effective work relationships with those contacted in the performance of required duties

Training and Experience: Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Equivalent to graduation from college with major work in recreation or related field and one year experience in planning and organizing community recreation programs.