



City of Watsonville

Job Description

JOB TITLE:	Recreation Coordinator	DATE APPROVED: September 1989
DEPARTMENT:	Parks and Community Services	SUPERSEDES: N/A
REPORTS TO:	Recreation Supervisor or Assigned Supervisory or Management Personnel	
SUPERVISION:	Recreation Specialist, Other Department Employees	
EMPLOYEE UNIT:	Mid-Management	
FLSA :	Exempt	

JOB SUMMARY:

Under the guidance of the Recreation Supervisor, the Recreation Coordinator will provide supervision to a specific area of the Recreation Division, including planning, organizing, directing, coordinating and evaluating assigned portions of the City's recreation program. Employees in this classification receive limited supervision within a broad framework of policies and procedures. Employees in this classification direct, coordinate, supervise and formally evaluate the work of others. This job class is typically responsible for one or more recreational program areas and functions at a full supervisory level of classification.

DISTINGUISHING CHARACTERISTICS

This job class performs professional level project planning, organization, and supervision of the City recreational services, special events and facilities. This is a mid-management classification, which requires knowledge of facility rental operations for a wide variety of facilities, including meeting rooms, multi-purpose facilities, and parks. Additionally, knowledge of one or more recreation program areas, such as special events, aquatics, arts programs, adult sports, youth sports, special interest activities, older adult programs, preschool and day camps is required. The Recreation Coordinator is also responsible for program budget administration, cost recovery efforts, and the development of program operating procedures. As a coordinator, the incumbent is responsible for performance evaluations, discipline, and reviewing the work of assigned staff. This classification is distinguished from the next lower classification of *Recreation Specialist* in that the latter classification typically assists with the coordination and supervision of the activities and operations of a single program or multiple small programs, but does not possess the supervisory-level program area responsibilities of the *Recreation Coordinator*.

EXAMPLES OF ESSENTIAL DUTIES:

The following duties are performed personally, in cooperation with the Recreation Supervisor and/or in coordination with other City staff, operating partners, other public and private organizations, and community groups. Additional duties may be assigned.

1. Supervises a recreation program area and ensures programs are safe, high quality and meet the evolving needs of the community.

- a. Directs, coordinates and monitors ongoing review of recreation programs for efficiency in operations and maximization of available resources.
- b. Effective utilization of contract instructors supports revenue growth and community participation.
- c. Evaluation of recreation program offerings ensures community needs and participation goals are being met.
- d. Timely investigation and resolution of customer complaints received from the public and other City staff creates increased community trust and satisfaction.
- e. An innovative plan for recreation programs results in the ability to meet changing community needs.
- f. Purposeful community engagement supports the development of services and activities that serve the entire community.
- g. A strategic marketing and promotions plan for programs increases community awareness, participation rates, and program sponsorships and revenues.
2. Leads the development of a high performing team where employees, contractors, and volunteers provide high quality services in a coordinated manner.
 - a. Collaborative leadership style that fosters teamwork and encourages employee input and involvement in decision-making.
 - b. Coordination of work with other Department aids in creating an effective team oriented organization.
 - c. Thorough and ongoing staff coaching and training support the provision of excellent customer service by staff members.
 - d. Recruitment, selection, orientation, advancement, and evaluation of employees leads to the successful achievement of organizational and employee goals.
3. Creates community collaborations in which community organizations develop trust and confidence in the City and the Community Services Department.
 - a. Serving as a liaison for the Department to community organizations increases partnership opportunities and collaborative events.
 - b. Proactive and timely communication strengthens relationships with partner organizations and community members.
4. Prepares, submits, and administers an approved annual program budget including the control necessary to ensure budgetary compliance and careful evaluation of maintenance needs and priorities.
 - a. Current year projects, programs, and activities are successfully completed within approved budget parameters.
 - b. Innovative approaches to maximize revenue and contain expenses are evaluated and implemented.
5. Performs other job-related responsibilities as evident or directed.

EMPLOYMENT STANDARDS

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 is:

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

LICENSE & CERTIFICATION:

- A valid and appropriate California Class Driver's License and a safe driving record
- Must obtain CPR and first aid certifications within six months of employment

OTHER REQUIREMENTS

- Must successfully complete a state mandated background investigation and drug screen at time of hire.
- Must be willing to work outdoors in various weather conditions.
- Must be available to work evenings and weekends as required.

DESIRABLE QUALIFICATIONS:

- Bilingual English/Spanish highly desirable.
- Possession of any professional certifications or licenses related to the recreation field, including Certified Park and Recreation Professional (CPRP), Lifeguard and Lifeguard Instructor certifications.