



CITY OF WINTERS

RECREATION COORDINATOR

DEFINITION

To assist in implementing, coordinating, and evaluating recreation programs and events, including but not limited to Adult Programs, Teen Programs, Youth Programs, aquatic programs and events, promotional events, special events and excursions.

SUPERVISION RECEIVED AND EXERCISED

Direct direction is provided by the Director of Administrative Services. Responsibilities include providing supervision of assigned staff.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class; not an all-inclusive or limiting list:

- free and paid programs
- grants
- basketball
- softball
- volleyball
- Latino outreach
- after school recreation programs
- active recreation
- theatre/drama
- youth programs
- camps
- senior recreation

ESSENTIAL JOB FUNCTIONS

Implement, coordinate, and evaluate recreation programs, special recreation events and services; publicize programs, events, facilities, and services. Train, schedule and assign program staff and volunteers. Promote and maintain safety in the work place. Maintain records and statistical data on programs. Issue, secure and maintain program equipment and supplies. Regular and consistent attendance.

OTHER JOB FUNCTIONS:

Enforce all rules and regulations. Work cooperatively with others. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Community resources adaptable to the development of community services programs for specified recreation programs.

Principles of program coordination, training and evaluations.

Emergency procedures, First Aid and CPR.

Safety principles, practices and procedures.

Skill to:

Apply First Aid methods and safety precautions related to assigned programs.

Develop and maintain support for programs from the community and local organizations.

Communicate clearly and concisely, both orally and in writing.

Oversee train and evaluate assigned staff.

Establish and maintain effective work relationships with those contacted in the performance of the required duties.

Operate office equipment, including a personal computer.

Ability to:

Develop cooperative public relations with the general public.

Remain calm in stressful situations.

Be consistent when enforcing rules and regulations.

Maintain authority and control over programs.

Minimum Education and Experience:

Education:

High School diploma or equivalent. College course work in recreation or a related field is preferred.

Experience:

Two years of increasing responsible experience in the delivery of recreation services.

License or Certificates:

Required upon hire, possession of a valid California Driver's license.

Required within six (6) months of hire, possession and maintenance of a current American Red Cross First Aid Certificate or equivalent, and a current American Red Cross Community CPR Certificate or equivalent.