



### **SUMMARY**

Under direction, plans, directs, and oversees staff, operations, and activities of an assigned recreation program area. Areas of responsibility include, but are not limited to: sports, fitness, aquatics, rentals, cultural activities, programs and classes facility logistics and operations, and special events. Oversees the development, promotion, and implementation of programs which meet the needs of a diverse community; ensures program facilities are properly maintained; oversees a wide variety of duties for events, classes, and programs; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from higher-level supervisory staff. Leads and directs lower-level staff and volunteers.

### **DISTINGUISHING CHARACTERISTICS**

The Coordinator II is responsible for planning, overseeing, and directing the operations, services, staff, and activities of an assigned recreation program area. The Coordinator II is the journey-level class within the Recreation Coordinator series and is distinguished from the I level by the ability to perform the full range of duties assigned with only occasional instruction or assistance and the ability and willingness to assume both additional responsibility and be the point person on site when necessary. Independent discretion and sound judgement are foundational requirements for this position.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

1. Serves as the on-site representative when programming is taking place on standard or nonstandard shifts.  
Oversees the development, promotion, and implementation of a diversified recreation programs and services for all ages in accordance with community needs; evaluates program effectiveness; recommends changes and implements
2. management decisions.  
Oversees the activities of staff and volunteers; plans, assigns, trains, directs, and monitors staff duties; provides input
3. to supervisor for employee performance evaluations.  
Serves as a liaison and resource for community agencies and other organizations; performs community outreach to
4. promote recreation programs and stimulate interest in District offerings.  
Serves as District representative with external organizations; attends and/or speaks at meetings, community and
5. professional functions, and conferences as assigned.
6. Assists supervisor with budget development and management.  
Performs administrative tasks, such as attending and scheduling meetings, preparing reports, monitoring expenditures,
7. and maintaining records.
8. Assists in developing and implementing policies, procedures, and staff training for program areas.  
Receives and responds to questions and concerns from patrons; identifies issues and resolves problems or refers to
9. supervisor as appropriate.  
Performs routine facility maintenance and logistics; including, but not limited to, the setup and tear down of tables,
10. chairs, equipment, and supplies.
11. Responsible for custodial, event, class, program, field, and facility logistics.  
Coordinates logistics for field and facility rentals, including but not limited to, providing tours and information to prospective renters, and implementing details outlined in rental agreements. Acts as District representative to patrons,
12. vendors, and participants to ensure events are properly executed with optimal satisfaction.  
Provides communication and written documentation regarding all recreation program areas and facility activities, including, but not limited to, damages, problems, needs, issues, and compliance with rental agreements, policies, and
13. procedures.  
Responsible for monitoring and inspecting fields and facilities, supplies, and equipment for safety and security;
14. performs routine field and facility maintenance and ensures repairs are completed as needed.
15. Monitors inventory, orders supplies, and maintains purchase records within authorized budget.  
Oversees fee collection and accounting activities; reviews records and files to ensure proper accounting and
16. documentation consistent with District policies and procedures.
17. Maintains records and completes required reports.  
Works collaboratively with internal and external customers.



18. Assists with District special events as needed.
19. Performs other duties as assigned.

### QUALIFICATIONS

#### Education and Experience:

- High School Diploma or GED, supplemented by two years or 60 units of college level coursework, in business administration, recreation, physical education, or a related field, Bachelor's Degree desirable;

**AND**

- Four years of full-time equivalent experience in community work, including experience in a responsible leadership capacity.

**OR**

Any combination of training, education, and experience that would provide the required knowledge, skills, and

#### Knowledge of:

- Principles and practices of leadership, positive reinforcement, and team dynamics.
- Principles and practices of custodial and facility operations.
- Principles and practices of sports field maintenance, operations, and logistics.
- Organization and operation of the assigned program area and related facilities.
- Proper care and safety practices of recreation, facility, sports field equipment, materials, and supplies.
- Methods and techniques of planning, evaluating, and implementing recreation programs, services, and activities.
- Principles and techniques for fostering effective work groups.
- Relevant rules, regulations, policies, and procedures.
- Cash management, accounting, and record-keeping techniques.
- Principles and practices for providing high level of customer service.
- Occupational hazards and standard safety practices.
- Modern office practices, methods, and computer equipment and applications related to the work.

#### Ability to:

- Lead lower-level staff and volunteers, including training, work planning, organizing, scheduling, and coordinating.
- Use, operate, and maintain a variety of operational, custodial, and audio-visual equipment.
- Perform minor maintenance duties.
- Assist with the planning and development of recreation and facility policies and procedures.
- Understand, interpret, monitor, and apply all relevant laws, rules, regulations, policies, and procedures.
- Maintain order and safety in crowded and noisy environments.
- Administer first aid, CPR, and AED, as needed.
- Maintain accurate financial records and work within authorized budgeted resources.
- Maintain facilities and equipment in a clean, safe, and secure manner.
- Perform work as directed in an efficient, effective, safe, and timely manner.
- Respond appropriately to changing situations.
- Speak effectively in public.
- Independently organize work, set priorities, meet deadlines, and follow up on assignments.
- Demonstrate strong customer service skills and establish, maintain, and foster positive and effective working relationships.
- Use English effectively to communicate in person, over the telephone, and in writing.

#### Licenses and Certifications:

- At time of appointment, California Driver's License with a satisfactory driving record maintained throughout employment.



## COORDINATOR II

- Completion of American Red Cross First Aid, CPR, and AED training within six months of hire and maintain certification throughout employment.

### **PHYSICAL DEMANDS**

Must possess: mobility, strength, and stamina to perform physical work for extended periods of time; to operate a wide variety of cleaning tools and equipment, and to operate a motor vehicle; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone or radio. Work activities may be performed indoors and outdoors and may require frequent walking on uneven or slippery surfaces, standing, sitting, running, conducting exercises, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, reaching, making repetitive hand movement, and related physical activities in the performance of daily duties. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, calculator, or tools and equipment used in assigned program area. Incumbents must possess the ability to lift, carry, push, and pull materials, tools, equipment, objects, and supplies weighing up to 50 pounds or heavier weights with assistance and/or the use of proper equipment.

### **ENVIRONMENTAL ELEMENTS**

Incumbents work in both indoor and outdoor environments with moderate to loud noise levels, wet and slippery conditions, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. May work in controlled temperature conditions, cold and hot temperatures, or inclement weather conditions. Incumbents will interact with individuals in interpreting and enforcing rules, policies, and procedures.

### **WORKING CONDITIONS**

Incumbents may be assigned an irregular work schedule, including weekends, early mornings, evenings, and holidays.

### **PRE-EMPLOYMENT CONDITIONS**

- Department of Justice fingerprint clearance.
- TB Test

### **CLASSIFICATION DETAILS/HISTORY**

Job Code: PT260

FLSA Status: Non-Exempt

Supersedes:

Updated on 9/7/23