

CONEJO RECREATION & PARK DISTRICT

Job Title: Recreation Coordinator

Division: Recreation & Community Services

Summary:

Under general supervision, assists in organizing, leading and conducting recreational programs and provides highly responsible and technical professional staff assistance in developing and conducting specialized recreational programs; and performs other duties as assigned.

Essential Duties & Responsibilities:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Plans, schedules, assigns, supervises and participates in a recreation unit of the District typically consisting of part-time employees; organizes and conducts programs in program areas such as fine and performing arts, sports, outdoor activities, therapeutics and inclusion; interprets and communicates District policies to staff and ensures compliance with applicable federal, state and District safety regulations; interviews and participates in selecting new staff; establishes performance requirements; regularly monitors, evaluates and addresses performance.
- Contributes to the development of and monitors performance against the program budget; approves purchases and other expenditures in accordance with District policies and procedures.
- Identifies, contacts, selects and prepares documents for contract instructors; provides first-level approval and processes contract invoices.
- Prepares written public correspondence, speaks to school and community groups and promotes participation in scheduled activities through marketing plans and outreach efforts.
- Instructs participants in various athletic and recreational activities.
- Coordinates and participates in equipment and vendor selection, physical setup for special activities and the issuing and collecting of materials.
- Assists supervisor with the research, development, enhancement and implementation of new and existing services and programming; assists in monitoring program effectiveness.
- Prepares and maintains a variety of records and reports on participation, equipment and facility use.

Other Duties & Responsibilities:

- May be required to drive a District or personal vehicle.
- May coordinate activities and meetings of the Community Advisory Council.
- Exempt employees may be required to work nights and weekends.
- Participates during disasters or when emergency response is needed.
- Performs other related duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Any combination of experience and training that would likely provide the required knowledge, skill and/or ability listed below is qualifying.

Education and Experience:

A typical way to obtain the knowledge and abilities would be: a bachelor's degree with emphasis in recreation or a closely related field; and two years of group recreational activity leadership experience including supervisory, public relations or marketing skills; or an equivalent combination of education and experience.

As assigned to Therapeutic Recreation Unit, preferred degree in Therapeutic Recreation and/or two years of experience working with individuals with developmental disabilities, preferably with ABA (Applied Behavior Analysis); and the ability to learn/implement applicable laws and inclusion methods and practices. Knowledge of principles and techniques pertaining to the specialized program activities and program marketing and evaluation methods; or an equivalent combination of education and experience.

Language Ability:

Ability to read, analyze and interpret documents in area of expertise, technical procedures, or government regulations. Ability to write reports, correspondence and procedure manuals. Ability to communicate effectively in written and oral form. Ability to present information and respond to questions. Ability to speak Spanish is desirable.

Math Ability:

Ability to calculate figures and amounts such as percentages and costs. Ability to determine cost of contractors and provide budget input.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in standardized situations. Ability to interpret a variety of instructions provided in written or oral form. Ability to exercise a high degree of independent judgment.

Certificates and Licenses:

- First Aid & CPR/AED within 90 days of employment with ability to maintain certifications thereafter as a condition of employment.
- Valid California driver's license with a good driving record and current automobile insurance.
- Therapeutics program requires a California Commercial Class C Driver License within six months of employment.
- Aquatics program requires a Certified Pool Operator's certification or Aquatic Facility Operator's certification within six months of employment as well as Lifeguard training, American Red Cross Lifeguard Instructor Trainer and American Red Cross Water Safety instructor certificates.

- All full-time candidates require satisfactory completion of a pre-employment functional capacity examination.
- Department of Justice fingerprint clearance.
- Proof of negative TB skin test.

Supervisory Responsibilities:

Typically supervises part-time employees in the recreation department, including performance evaluations. The number of part-time employees supervised varies depending on unit assignment.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works in a community center or office environment subject to frequent public contact and interruption and to intermittent exposure to individuals acting in a disagreeable fashion. The noise level is usually moderate. The employee frequently works in outdoor weather conditions exposed to extreme heat or cold; and where the noise level may be loud. Exposure to hazardous conditions in the environment will vary depending on unit assigned. The employee may work nights and weekends.

If assigned to the Sports/Aquatics or Therapeutics Unit, the employee is regularly exposed to wet or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; and risk of electrical shock.

Physical Demands:

The physical demands described here are representative of those that should be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand, walk and sit; use hands to finger, handle or feel and reach with hands and arms. The employee is occasionally required to climb or balance; and stoop, kneel, crouch or crawl. The employee is frequently required to lift, push, or pull up to 25 pounds and occasionally up to 50 pounds. The physical demands will vary depending on unit assignment. The vision requirements include close and distance vision.

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Revised 4/4/24

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned them by their supervisors or by law.