

## RECREATION COORDINATOR

**Distinguishing Features of the Class:** This is a professional position responsible for planning, organizing and supervising one or more segments of a community-wide recreation program, i.e., playground, aquatics, athletics, recreation center. This position supervises specific operating playground programs, and plans, promotes and publicizes the general recreation program in cooperation with the Director of Parks and Recreation. Supervision, either direct or general, may be exercised over subordinates; does related work as required.

### **Typical Work Activities:**

- Oversees buildings and facilities that provide a variety of adult and children's activities including a pool, bathhouses, clubhouses and other Recreation facilities;
- Assists in planning for the athletic and/or playground program and for other activities as assigned;
- Prepares publicity and news releases for an assigned portion of the recreation program;
- Schedules and directs playground and athletic activities;
- Supervises staff members and volunteers in carrying out special activities, and explores or develops new techniques and approaches in youth activity;
- Plans and promotes special activities or events;
- Maintains records and makes statistical and operational control reports;
- Supervises and assists with the maintenance, construction and repair of facilities and equipment;
- Organizes and directs the program of the recreation center;
- Provides instruction in one or more specialized fields of activity.

**Full performance knowledges, skills and abilities:** A thorough knowledge of recreation administrative theory and practices including planning, acquiring, and equipping recreation facilities and areas; some knowledge of public administration; ability to promote, plan and organize recreation activities; ability to use sound professional judgment and work with a diverse community population; ability to speak before a group; ability to write clearly and concisely.

### **Minimum Qualifications:**

1. Graduation from an accredited college or university with a Bachelor's degree in Recreation or allied field AND at least two years experience in the conduct of recreation activities; OR
2. Graduation from an accredited college or university with an Associate's Degree in Recreation or allied field AND at least three years experience in the conduct of recreational activities; OR
3. An equivalent combination of training and experience as indicated in (1) and (2) above.

Competitive Class

9/29/16 CSC

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WFSJ