



RECREATION / COMMUNITY SERVICES COORDINATOR

AGENCY/DEPARTMENT:
Community Services/Recreation

Approved By HR Director: Bob Heitzman
Date Approved: **07/30/2004**
Date of Last Revision:

Reports to: Recreation Supervisor or Senior Recreation Supervisor
Supervises: Part-time and volunteer staff
Conflict of Interest Code Filer:

JOB SUMMARY: Under general supervision, coordinates existing recreation and community services programs; supervises volunteer and part-time staff; prepares and maintains documentation; and performs other related work as necessary.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Coordinates, schedules, implements and supervises a variety of recreation and community service programs, activities and events.
2. Participates in the development of recreation and community service program proposals.
3. Coordinates facility reservations and scheduling.
4. Monitors and reports on safety and maintenance of community center facilities and parks.
5. Schedules and provides direction and training to part-time and volunteer staff.
6. Receives and responds to public and community group recreation and community services inquiries and requests and assists with customer services and providing appropriate recommendations.
7. Develops and writes brochure information, press releases, promotional information, and fliers regarding recreation and community services events, programs and related information.
8. Prepares program evaluation reports.
9. Provides program implementation recommendations and assists supervisor with special projects, departmental procedures and handling employee questions or concerns as necessary.
10. Prepares and distributes logs and reports to supervisor, including revenue deposits, expense statements, attendance records, maintenance and security, event evaluations and related reports.
11. Handles and records cash revenue in compliance with departmental financial controls.
12. Inventories and maintains equipment and supplies; prepares orders.
13. May give presentations to community groups.
14. Conducts school site visitations to promote programs.

QUALIFICATION GUIDELINES:

ANY COMBINATION OF EDUCATION AND/OR EXPERIENCE THAT PROVIDES THE REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION. EXAMPLE COMBINATIONS ARE LISTED AS FOLLOWS.

EDUCATION: High school diploma or recognized equivalent with college-level coursework in recreation, public administration or a related field.

EXPERIENCE: Two years of experience in coordinating recreation and/or community services programs.

KNOWLEDGE OF:

- Principles and practices of recreation and community service program administration.

- Organization and implementation of recreation and community services programs.
- Program accounting and revenue methods and techniques.
- Customer service methods and communication techniques.
- Various types of recreation programs.
- Principals of supervision and training.

ABILITY TO:

- Coordinate and organize recreation programs.
- Schedule and monitor the status of programs and activities.
- Supervise, train and evaluate the work of recreation staff and volunteer personnel.
- Handle and process cash.
- Prepare administrative reports.
- Interpret and comply with City policies and procedures.
- Write promotional materials and participate in the marketing of recreation and community services.
- Operate office computer and utilize spreadsheet, word processing, and other applicable software programs.
- Maintain detailed records.
- Communicate effectively both orally and in writing with co-workers, supervisors, management, other department representatives, and the public.

LICENSES:

- Valid Class C CA drivers license.
- Acceptable driving record at time of appointment.

CERTIFICATIONS:

- Ability to obtain certification in first aid and cardiopulmonary resuscitation (CPR).

SPECIAL REQUIREMENTS:

- Ability to work flexible and weekend hours.

DESIRABLE:

Experience in Word, Excel, PowerPoint and RecWare computer programs.

FLSA Exemption Status: Non-Exempt

Employee Unit: San Bernardino Public Employees Association

DOT Program Participant: No

Job Family: Community Services/Recreation

Career Progression: Recreation / Community Services Coordinator
Recreation / Community Services Supervisor
Senior Recreation / Community Services Supervisor
Recreation / Community Services Manager
Recreation / Community Services Director