

**MCKINLEYVILLE COMMUNITY SERVICES DISTRICT
Parks & Recreation Department
JOB DESCRIPTION**

Recreation Coordinator (full-time)

Relationships

Reports To: Parks & Parks & Recreation Director

Type of position: Supervisory (Non-exempt)

Indirect Subordinate Staff: Maintenance Worker
Seasonal Laborer
Volunteers

Direct Subordinate Staff: Program Supervisor
Program Director
Program Coordinator
Recreation Leader I
Recreation Leader II
After-School Leader
Volunteers
Leisure Class Instructors

Other Internal Contacts: Employees in the District
Volunteers

External Contacts: Senior Center Director
Members of the General Public
Employees of Other Organizations

Summary Statement

- Under general supervision of the Parks & Recreation Director, plans, organizes, coordinates, implements and supervises, directly and indirectly, recreation programs, staff, and participants. Specifically, an emphasis in duties will be in the development and implementation of recreation programs; development, implementation and tracking of budgets; development of personnel; development, coordination and implementation of marketing plans; supervision and evaluation of recreation programs; and other administrative tasks as assigned by the Parks & Recreation Director. In addition, the individual will act as a MCSD liaison to the public.

Supervisory Responsibilities

- Interview candidates for employment and make hiring recommendations.
- Orient new subordinates concerning policy and procedures, work rules, and performance expectation levels.
- Supervise, plan, delegate, communicate and control work assignments and special projects concerning subordinates.
- Train, develop, and motivate subordinates to improve current performance.
- Evaluate the performance of subordinates. Recommend personnel actions.

- Advise superiors and subordinates of developments that impact job duties. Ensure proper communications.
- Establish and implement procedures and standards for recreation programs.

Typical Duties/Tasks/Responsibilities

- Assess need for recreation programs and make programming recommendations to the Parks & Recreation Director.
- Schedule recreation programs and coordinate schedules for use of facilities with the Parks & Recreation Director.
- Plan, organize, implement, supervise, and evaluate all recreation programs, including budget, marketing, staffing, facilities, and equipment.
- Implement all District policies and procedures relating to personnel, safety and other areas as defined.
- Greet customers and the general public; direct customers and general public to the appropriate department staff.
- Answer customer inquiries, interpret policies and regulations, explain fees and rate structures, research questions on problems and follow up as required.
- Enter customer payments into the on-line computer system.
- Manage Vendor and User contracts for facility use.
- Computer skills (Word, Excel, Adobe, Outlook, Website).
- Ability to create invoices and process billing and payments.
- Acts as receptionist for District administrative office daily administrative management of Recreation Office, receiving, screening and forwarding all telephone calls and visitors and referring caller to proper office or individual.
- Manage park and recreation risk management documents. (i.e. insurance certificates).
- Prepares correspondence and periodic or special reports relating to customer service activities.
- Maintains Service Order Files and filing system for billing registers and customer account information.
- Provide a wide variety of general clerical work, including typing, filing and copying.
- Maintain data and complete statistical analysis of recreation programs.
- Process equipment and supply requests for Parks & Recreation Director approval.
- Occasionally substitute for department personnel.
- Coordinate fundraising events.
- Secure sponsors and volunteers for recreation programs.
- Monitor the assigned facility for safety. Report unsafe conditions or needed repairs.
- Interact with the public and other organizations. Respond to inquiries and concerns.
- Coordinate recreation programs and facilities with other organizations. Make recommendations for strategic partnerships to the Parks & Recreation Director.

- Report on recreation programs to the Parks & Recreation Director, recreation advisory committee, and board of directors.
- Attend professional meetings.
- Completion of all forms and written reports as required.
- Other duties as assigned by the Parks & Recreation Director.
- Ability to follow or adhere to all District policy and procedures.

Typical Knowledge/Skills/Abilities

- Demonstrated planning skills related to recreation and leisure programming.
- Demonstrated administrative experience in the implementation of parks and recreation services.
- Knowledge of recreation-related equipment and facilities, their proper use and maintenance.
- Knowledge of marketing plans and campaigns and skill to implement and conduct such plans and campaigns.
- Knowledge of and ability to maintain safety standards.
- Knowledge of and ability to render first aid and CPR.
- Knowledge of emergency procedures.
- Knowledge of conflict resolution, negotiation, and problem solving strategies.
- Public relations skills with individuals and groups, including handling complaints and disciplinary problems.
- Interpersonal relations with other staff members, supervisors and those supervised.
- Oral communication skills for one-on-one communications and public speaking.
- Math skills, adding, subtracting, multiplying, dividing, percentages for participant registration, budgets and statistical reports.
- Writing skills to compose letters, memorandums, marketing materials, grants, contracts, and reports.
- Reading skills to understand communication of others.
- Modern office procedures, methods, and computer equipment.
- Customer services and customer satisfaction.
- Ability to adjust to changing need and circumstances.

Qualifications

- Bachelor's degree from an accredited college or university with a major in Parks and Recreation Administration, Business Administration, or a closely related field is preferred. Or a minimum of 5 years experience working in the Parks & Recreation field.
- Current first aid/CPR certification (within 6 months of employment).
- Current negative TB test (within 6 months of employment).
- Ability to obtain current fingerprint identification (BID 7) upon employment.
- Must possess a current California driver's license upon employment.

- Current driving record and auto insurance policy, which meets MCSD requirements.
- Knowledge, training and/or experience in one or more of the following areas: park and recreation management, leisure services, and athletic administration.
- Supervisory experience in a recreational setting.
- Experience working with the public.

Physical Requirements

- Seeing, hearing and speaking ability, ability to participate in and lead recreation programs, ability to stoop, ability to reach, ability to lift and carry a maximum of fifty pounds, ability to push, pull and drag heavy items.

Other Requirements

- May require working evenings and some weekends.
- Ability to be on-call.
- Must possess a California driver's license.
- Ability to work a flexible schedule to meet the needs of the District.
- Willing to attend meetings during and after work hours.
- Compliance with clean, neat grooming standards to present a professional appearance.
- Ability to travel locally and within the state.
- Ability to follow or "adhere" to all District policy and procedures.

Machines/Tools/Equipment

- Ability to operate various recreational equipment, music systems, computer systems, office and janitorial equipment.

I have received and read the Recreation Coordinator Job Description, fully understand it and freely agree to its terms.

Dated _____

Signature of Employee _____