



CITY OF ALBANY RECREATION COORDINATOR I

Under general supervision, plans, organizes, directs, and implements recreation and social services programs for elementary school age children, teens, adults, and/or seniors; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff, although may provide lead direction to volunteers and part-time or temporary recreation employees.

Class Characteristics

This is a skilled, recreation position, requiring programming and administrative support skills. The Recreation Coordinator I performs tasks within the child care services program, teen services program, and/or senior services programs. Positions within this classification coordinate assigned recreational programs, but operational responsibilities are vested with the program manager. The Recreation Coordinator I is distinguished from the Recreation Coordinator II in that the latter is a professional recreation position, serves as lead staff person, and provides lead direction to volunteers and part-time temporary employees, whereas the Recreation Coordinator I is a lower level, skilled recreation position.

Examples of ESSENTIAL JOB FUNCTIONS (Illustrative Only)

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.

- Creates, organizes, promotes, and oversees assigned recreation and community services programs.
- Develops plans for the delivery of recreation and social services to the public in accordance with the objectives and directions set by the program manager; orders, locates and oversees the placement of required equipment, supplies, and materials.
- Understands recreation and social services objectives set by the program manager; translates objectives and directions into meaningful service activities.
- Exhibits and communicates effective leadership and instruction skills and techniques to participants, contractors, the public, and staff members.
- Evaluates the effectiveness of recreation and social activities provided to program participants; solicits participation and input to gauge participant reaction to program quality; uses evaluation results and past program experience to plan new programs; plans programs that are convenient to users and participants to promote high levels of attendance and facility use.
- Trains and provides lead direction to volunteers and other part-time staff members, as assigned.
- Accurately collects, maintains, and submits revenues and fees, statistics, attendance reports, and activity records.
- Attends meetings in lieu of the program supervisor, as necessary; promotes interest and provides information regarding program services to other recreation officials, community service groups, neighborhood associations, other departments, and the general public, as necessary.
- Plans, implements, and promotes special events; oversees volunteers and other part-time staff on event details and procedures; assists with ordering food for events.
- Performs clerical and administrative support duties such as answers telephones, types correspondence, orders office supplies, picks up supplies for activities, makes arrangements for the

rental and use of the facility, helps set up tables and chairs for classes, programs, and meals; operates a computer to input information; processes payments or refunds as necessary.

- Maintains calendar of events scheduled for the facility; prepares a monthly listing/calendar of events.
- Opens and closes the facility; coordinates with maintenance personnel on facility maintenance and repair issues; assists with facility maintenance and repairs.
- Assists other staff as necessary.
- Performs related duties as assigned.

Knowledge of:

- Operations, services, and activities of recreation programs.
- Principles of lead supervision and training.
- Program content for program activities and needs.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.

Ability to:

- Plan, implement and maintain the coordination of recreation and social service programs.
- Provide lead direction, instruction and training to volunteers and part-time staff.
- Maintain accurate records.
- Foster teamwork within the department.
- Operate modern office equipment including computer equipment and specialized software applications.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

Education and Experience

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

An Associate's degree from an accredited college or university with major course work in early childhood development, recreation, gerontology, social services, or a related field, and one year paid or volunteer experience in a child care center, teen center, senior services center, or related environment. Two additional years experience may be substituted for the Associates degree.

Licenses and Certifications

Valid California Driver's License.

A valid CPR and First Aid certificate within six months of employment and recertification every two years thereafter.

Physical Demands

Must possess mobility to work in a standard office and field environment and use standard office equipment, including a computer; frequently required to walk, stand, sit, talk, and hear; vision to read printed materials and a computer screen and close vision and the ability to adjust focus; hearing and speech to communicate in person and over the telephone. Positions in this classification occasionally climb, balance, stoop, kneel,

crouch or crawl; use hands to finger, handle, feel, or operate objects, tools, or controls; reach with hands and arms; lift and/or move object up to 50 pounds.

Mental Requirement:

The work requires a combination of the following mental requirements depending upon a given task, on a given day: taking, interpreting, comprehending and following instructions, simple to complex – reading, writing, and math skills; forming, analyzing, compiling, computing, copying, comparing, speaking-signaling, helping; perceiving pertinent detail in objects or in pictorial or graphic material; performing from simple, repetitive, clerical tasks to varied, complex assignments, maintaining work space, relating to other people, influencing people, evaluating; generalizing; and responsibility for direction.

Environmental Elements

Employees work in an office environment and field environment with moderate noise levels, occasionally varied temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Special Requirements

Positions in this classification independently travel within and outside City limits to fulfill the assigned duties and responsibilities. Positions in this classification require a willingness and ability to work flexible hours and overtime.