

JOB DESCRIPTION

City of Patterson



Human Resources

RECREATION COORDINATOR I

(AQUATICS/SPECIAL EVENTS/SENIOR
CITIZENS PROGRAMMING)

\$2,667.00 - \$3,241.00 Monthly
\$32,004.00 - \$38,892.00 Annually

JOB SUMMARY

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Under general supervision, the Recreation Coordinator I will develop, manage and evaluate a comprehensive recreational program for the community of Patterson for Aquatics, Special Events and Senior Citizens. This position will supervise part time staff and volunteers; develop partnerships with non-profit organizations and community groups to provide a variety of programs that enhance community safety, health and wellness. The Coordinator will be committed to professional development for all staff and perform related duties as required

SUPERVISION RECEIVED AND EXERCISED

This position reports to the Director of Recreation and Community Services.

This position will supervise volunteers and staff.

ESSENTIAL DUTIES

Essential and other important responsibilities may include, but are not limited to, the following:

- Plan, organize, develop and implement aquatic programs, special events and senior citizens programs that contribute to health, fitness, and community safety.
- Make resource allocation decisions based on program needs for personnel, equipment and materials.
- Schedule, monitor, train and motivate staff and volunteers using best practices approach for in-service training.
- Evaluate the progress and effectiveness of programs with measurable outcomes.
- Assist with the formulation of and administer program budgets.

- Assist with the development of public relations materials for the marketing of programs and promotion of the health, fitness and safety benefits of aquatic programs for all ages.
- Ensure that facilities are maintained in a safe and attractive manner and comply with all state and federal mandates for swimming pool operations and senior centers.
- Manage the aquatics, special events and senior citizens programs & facilities to foster community image and identity.
- Enforce safe work practices and disciplinary procedures for employees.
- Coordinate with local Police and Fire agencies for emergency response protocols.

MINIMUM QUALIFICATIONS

Knowledge of: Principles of supervision, employee motivation and team building. Facility management and best practices for swimming pool & senior center operations. Skills in monitoring program results and demonstrating outcomes both qualitatively and quantitatively. Basic computer skills to utilize computer system and software.

Ability to: Multitask to handle competing priorities and demands. Understand and carry out oral and written directions to develop reports, evaluations and other material as appropriate. This position requires good organizational and communication skills.

Education: Must have a High School Diploma or GED equivalent. A Degree in Parks and Recreation or a closely related field is preferred.

EXPERIENCE AND CERTIFICATION(S)

Any combination of experience and training what would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: At least two years of recreation or related experience relevant to the area of assignment or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as listed above.

License or Certificate:

- Valid California Class C Driver's License
- Lifeguard Training
- Certified Pool Operator/Aquatic Facility Operator
- Community First Aid and Safety
- Basic Life Support CPR for Professional Rescuer

NECESSARY SPECIAL REQUIREMENTS

- Must be 18 years of age or older.

- Bilingual (Spanish/English) preferred.
- Must successfully pass a pre-employment medical examination, including a drug screen, fingerprint, background check and reference check.
- Must be able to provide proof of U.S. citizenship or legal right to work in the United States.

WORK SCHEDULE

Typical hours are 8:00 a.m. – 5:00 p.m. Monday – Friday with occasional evenings and weekends as necessary.

WORK LOCATION(S)

- City Hall, 1 Plaza Circle
- Senior Center, 700 F Street
- Patterson Aquatic Center, 1025 W. Las Palmas
-

PHYSICAL REQUIREMENTS

This is a very physically active job.

- The Recreation Coordinator must be able to act as a lifeguard and participate in hands-on training for staff.
- Ability to frequently bend, stoop and reach above shoulder level and to occasionally squat, crawl, crouch, kneel, and balance.
- Ability to frequently lift and carry up to 50 pounds, move tables and stack chairs.

