

JOB DESCRIPTION

City of Patterson



Human Resources

RECREATION COORDINATOR II

\$2,939.00 - \$3,572.00 Monthly
\$35,268.00 - \$42,864.00 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 will develop, manage and evaluate a comprehensive recreational program for the community of Patterson for Youth and Adult Sports, Special Interest Classes, Co-Sponsored groups and Day Camp. 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 recreation staff and perform related duties as required

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from the Recreation and Community Services Director.

This position will supervise volunteers and staff.

ESSENTIAL DUTIES

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

- Plans, organizes, coordinates and directs a variety of assigned recreation activities.
- Responsible for assisting in the use, scheduling.
- Recruits, directs, trains, and evaluates the work of part-time employees and summer program leaders.
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- Provides field and site preparation for recreation activities.
- Prepares new releases and bulletins and performs general public relations duties.
- Coordinates seasonal sports clinics and directly conducts assigned recreation programs.

- Monitors and prepares reports regarding program participant attendance.
- Evaluates program activities and prepares proposals for future programming. Observes and enforces City safety policies.
- Assists the Recreation and Parks Director in budget preparation of assigned program activities.
- Supervises, trains and evaluates staff.
- Prepares a variety of budgets, plans, records and reports.
- Responds to public inquires, suggestions, and complaints.
- Meets with, and organizes, advisory boards who make recommendations for improvements on programs.
- Performs computer work to include desktop publishing for procedures, word processing and computer registration.
- Performs related duties as required.

MIMIMUM 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. Maintain good organizational and communication skills. Communicate courteously and effectively with the general public. Ability to speak Spanish is desirable.

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:

- CPR/First aid certification by the American Red Cross of American Heart Association
- Certified Youth Sports Administrator through the National Alliance for Youth Sports

NECESSARY SPECIAL REQUIREMENTS

- Must be 18 years of age or older.
- Must possess a valid class C driver's license.
- 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.

- 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.