



City of Pacifica  
RECREATION COORDINATOR

**DEFINITION**

Under general supervision, plans, organizes, publicizes, coordinates, and administers community and recreation services for various age groups; organizes and conducts special events.

Recreation Coordinator positions will be assigned to one or more of the following areas: administration; aquatics; contract classes, community rentals and facilities; senior services; Meals On Wheels, city-wide special events; youth and teen services, and community outreach.

**DISTINGUISHING CHARACTERISTICS**

This classification provides support to the City's diverse range of recreation and community service programs. This classification is distinguished from the Recreation Supervisor in that the latter is a full supervisory classification that has broader responsibility for a wider range of programs.

**SUPERVISION RECEIVED/EXERCISED**

Receives general supervision from higher-level supervisory staff and oversees assigned staff, contractors, and volunteers.

**ESSENTIAL FUNCTIONS—INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:**

- Plans, coordinates, evaluates, organizes, and implements diversified recreation services and special events of assigned area(s).
- Ensures compliance of standards and regulations for assigned programs, as required by Agency, Contracts, County, State, etc.
- Recommends alternatives for improving services as needed, considering factors such as cost/benefit and marketing analysis, availability of resources, safety of personnel and effects on operations and level of service; recommends or implements improvements as directed.
- Keeps accurate records, maintains program budgets, completes city paperwork and other administrative tasks.
- Communicates with a variety of agencies, vendors, community groups, clients, governmental and members of the public in a courteous and professional manner.
- Responds and resolves inquiries and concerns from the public and escalates inquiries as needed.

- Schedules and assigns work,
- Trains, and instructs assigned volunteers.
- Recruits, orients, evaluates, and recognizes contractors, and volunteers.
- Initiates and collaborates to develop a range of marketing materials for various purposes, including programs, events, informational content, and educational initiatives.
- Conducts program outreach.
- Coordinates and monitors social media.
- Serves as a Disaster Service Worker, as required.
- Coordinate the payroll process with any and all part time staff that are signed to them, including comparing schedules to timecards, entering timecard information into a citywide timecard and invoice system, monitoring staff hours, and auditing timecards for mistakes Senior Services Programs:
- Oversees the organization of all senior programs, encompassing drop-in activities, contracted classes, and social gatherings. Provides support in overseeing the Seniors In Action Council, including the organization of events, programs, and meetings.
- Perform related duties as needed.

#### QUALIFICATIONS:

##### Knowledge of:

- Basic concepts and techniques for organizing, developing, implementing and evaluating recreational programs, services, and events.
- Advanced English usage, spelling, grammar, and punctuation.
- Business correspondence writing and report preparation.
- Basic budget and fiscal control procedures and techniques and basic cost recovery principles.
- Functions and organization of municipal government.
- Principles and procedures of record keeping.
- General office practices
- Youth, Teen, Seniors, and/or Adult Contract Class programming.
- Special Events, including coordination, logistics, safety, event budgeting, event staffing, and advertising.
- Coordinating volunteers including vetting applicants, onboarding and training volunteers, and volunteer schedule coordination.

##### Skills/Ability to:

- Understand community needs in a variety of recreation areas and successfully implement activities according to those needs.
- Understand, interpret and apply pertinent policies, regulations and rules and procedures.
- Independently perform a variety of highly responsible duties in support of assigned area(s).
- Understand the organization and operation of the City and of outside agencies

necessary to assume responsibilities.

- Maintain facilities and equipment of assigned area(s).
- Utilize office software including Microsoft Excel Spreadsheets and Microsoft Word
- Recognize and appropriately handle materials in a sensitive and confidential manner.
- Organize work, set priorities, meet critical deadlines, and follow up on assignments.
- Analyze situations carefully and adopt an effective course of action.
- Compile and maintain various records and prepare reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Work in a safe manner following industry best practices and the City's safety practices and procedures in a variety of environments.
- Learn and operate recreation registration software, including the creation of classes, posting online, managing waiting lists, booking facilities, assigning staff, and teaching part time staff basic registration skills.
- Create and update program or special event budgets, including tracking costs, predicting revenues and expenditures, creating a post program/event final budget.
- Create and maintain part time staff and/ or volunteer schedules, including the use of applications or software.
- Work in both an office environment and outdoors, including working in inclement weather.
- Establish rapport with older adults.
- Speak at public functions and meetings to promote services.

#### Experience and Training Guidelines:

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:

##### Experience:

One year of experience in recreation and community services.

Experience coordinating and facilitating programs and special events is desirable.

##### Training:

Equivalent to a bachelor's degree from an accredited college or university in recreation, human services or a closely related field.

##### Licenses and Certifications:

Must possess and maintain a valid California Class C driver's license and have a satisfactory driving record.

Must possess American Red Cross First Aid certificate and CPR Adult, Child, and Infant CPR within six months of appointment.

When assigned to Aquatics, must possess American Red Cross Lifeguard Certification including First Aid and CPR at time of appointment. Title 22 Certification required within one year of appointment.

Travel to different sites and locations.

Work flexible hours, including evenings and weekends.

**ADDITIONAL INFORMATION:**

**Physical Skills**

Must possess mobility to use standard recreation/office equipment, including a computer; strength to lift and carry office and recreation materials weighing up to 35 pounds and to reach and stoop to participate in recreational activities; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

**Environmental Conditions**

While performing the essential functions of this classification the employee will work in an office environment and be mobile between multiple locations as required. The employee must be able to complete specific administrative tasks while maintaining availability to the public for inquiries and adequate response to stressful situations.

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Job Title:	Recreation Coordinator
Reports To:	
Job Type:	Full-time (40 hours per week / 2080 hours per year)
FLSA Status:	Non-Exempt
Bargaining Unit:	Teamsters Misc Local 856 (Misc 856)
Adopted:	05/27/2025

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