CITY OF LARKSPUR

SUPER COOL SUMMER SCHOOL PROGRAM COORDINATOR

POSITION DESCRIPTION

The City of Larkspur hosts an annual summer recreation program through the Department of Recreation called Super Cool Summer School (SCSS) that involves a variety of educational, sports and recreational activities for area youth. The SCSS Program Coordinator is a key position that supports the efforts of the City of Larkspur to engage area youth in summer educational, sports and recreational programs. The SCSS program runs from mid-June – mid-July and consists of two, two-week sessions. This is a professional position and is expected to work independently and to take a lead role in educational, recreational and sports programming and operations for the SCSS program.

SCSS Program Coordinator’s Role

The SCSS Program Coordinator’s primary role is to perform a variety of professional and technical work involved in coordinating the SCSS educational, recreational and sports activities to include planning, organizing, coordinating, implementing and supervising recreation programs, activities and services in the months leading up to the SCSS program and during the actual summer sessions. Some advance work can be performed remotely. The SCSS Program Coordinator is needed on site daily during the weeks the SCSS is in session. This may include weekend days just prior to the start of the SCSS scheduled summer sessions.

Supervision Exercised and Received

The SCSS Program Coordinator receives general direction from the Recreation Director and direct supervision from the Recreation Supervisor. The SCSS Program Coordinator exercises technical and functional supervision over administrative and part-time temporary recreational staff assigned to each program activity. Many of the part-time, temporary, or seasonal administrative and recreational staff will be high school and college age people, many of whom will be under the age of eighteen. The SCSS Program Coordinator may also exercise technical and functional supervision over volunteers.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE:

1. Program Coordination

- Develop, implement, coordinate and evaluate educational, sports, and recreation activities, services and programming associated with the Super Cool Summer School program.
- Take lead role in planning, scheduling, and organizing recreational and sports activities that will be part of the SCSS program.
- Recruit, hire, and monitor instructors, students, contractors, seasonal and part-time staff as needed for the SCSS program.
- Train and organize staff.
- Manage patron registration.
- Coordinate and schedule use of facilities, including athletic fields, facilities, parks, and playgrounds as needed for SCSS program.
- Promote and coordinate SCSS program and activities, including preparing and distributing public information and program marketing materials such as news releases, flyers,
brochures, schedule of events, pamphlets and online marketing materials, and preparation of appropriate materials for the Recreation Department catalogue.

- Provide information related to SCSS program for the purpose of evaluating effectiveness, attendance, and costs; develop and prepare recommendations for improvements or modifications to SCSS program.
- Assist with conducting research and surveys regarding educational, sports and recreation issues, techniques, equipment and administrative tasks to support and improve the SCSS program; recommend new activities, programs and services.
- Provide input and submit budget requests during the preparation and administration of the Recreation Department’s program budget for the SCSS program; requisition services, supplies, materials and equipment as needed and with approval by the Recreation Supervisor and/or Recreation Director.
- Analyze needs for staff, equipment and other resources; prepare associated reports and documents.
- Respond to inquiries and concerns regarding the SCSS program; keep Recreation Director and Supervisor apprised of issues, events, concerns related to the SCSS program.
- Research and resolve conflicts within scope of responsibility.
- Perform outreach to the community, community organizations, and schools about the SCSS program, educational, recreational and sports activities, and associated events and registration process.
- Maintain logs, files, reports and other record keeping systems; gather and monitor information and prepare periodic statistical, financial, and operational reports.
- Utilize current and emerging technology to manage SCSS program activities such as lesson plans, program information, marketing registration, service level and patron satisfaction surveys, and other program record keeping activities.
- Respond to and resolve difficult, complex and sensitive patron complaints and inquiries.
- Provide regular oral and written reports to supervisors(s) regarding program operations, issues and needs.
- Participate in meetings, committees or projects intended to enhance services or promote consistent policies and procedures related to the SCSS program and City of Larkspur and Recreation Department activities.
- Build and maintain positive working relationships with City of Larkspur and Recreation Department staff, including part-time, temporary, and seasonal workers, contractors, vendors and the public using principles of good customer service.
- Perform other related duties as assigned or needed to support the SCSS program.

**REQUIREMENTS:**

**Knowledge of:**

- Current principles, practices and leadership techniques characteristic of a municipal government recreation program, professional recreation best practices and procedures, methods and techniques of program development, coordination and service delivery.
- Rules, regulations and standard safety practices for age appropriate educational, sports and recreation activities.
- Principles and practices and techniques of public relations, community outreach and service promotion.
- Principles, practices, methods, of needs assessment and program evaluation.
• Statistical research methods as applied to evaluation of recreation programs.
• Automated systems and applications and techniques for automating, promoting and publicizing recreation services, programs and events, including registration for programs, classes and events.
• Applicable federal, state, and local laws, codes, rules, and regulations, pertaining to educational, sports and recreational programming and services, including mandated reporting and working with minors under the age of 18.
• Larkspur Recreation and City of Larkspur policies and procedures as they relate to recreation programs and services, workplace safety, and employee conduct.
• Service needs and issues and general culture of Larkspur community.
• Administrative principles and practices of educational, sports and recreation programs and services including program planning and evaluation techniques and the budget development and implementation process.
• Thorough knowledge of the practices and techniques of administrative and financial record keeping, data analysis and report preparation.
• Principles and practices of positive customer service and public relations.
• Best practices and techniques to educate customers and staff.
• Computer hardware and software programs such as Microsoft Office Suite, general modern office equipment, patron personal access devices, and other electronic devices and systems used in recreational programming and service delivery.

Skill and Ability to:

• Develop, plan organize, schedule and lead effective educational, sports and recreation programs and activities.
• Recruit, hire, train and monitor staff, students and volunteers.
• Understand and apply policies and procedures, laws, rules and regulations and adhere to program standards and objectives.
• Use automated or computerized systems and tools, including Microsoft Office suite.
• Learn and utilize new technology.
• Use a computer and other technology, including software, hardware and the Internet, sufficient to be able to assist customers, conduct research, prepare reports, and use email and other communications technologies.
• Perform online and electronic searches to gather data and compile information.
• Make effective presentations to groups and representing the Larkspur Parks and Recreation program to the public and among professional colleagues.
• Demonstrate initiative and sound judgment necessary to make responsible decisions, especially when coordinating or leading recreation programs and activities.
• Communicate clearly and effectively, both orally and in writing.
• Establish and maintain cooperative working relationships.
• Develop effective marketing strategies and materials.
• Develop and implement effective patron satisfaction surveys and reports.
• Make procedural decisions and judgments.
• Ability to manage a heavy seasonal workload and manage time accordingly.
• Analyze information logically and creatively to identify problems, drawing valid conclusions and developing effective solutions to operational and customer service problems.
• Perform accurate data entry and records maintenance and generate statistical reports.
• Monitor and/or maintain quality control standards.
• Develop, plan and implement short and long-range goals.
• Provide leadership in establishing effective working processes, relationships and communication, ensuring high productivity and quality public service.
• Organize and manage complex projects and competing priorities simultaneously.
• Travel to program sites, events, meetings, as needed.
• Possess or obtain and maintain current CPR and 1st Aid certifications.

The Ideal Candidate will:

▪ Be passionate about working with youth, recreational programming for youth, and providing a service to the public
▪ Be a responsible, organized and versatile individual with experience working with youth, volunteers, contractors and the public
▪ Have worked with recreation programs or with youth in an educational or recreational setting
▪ Have a track record of successfully working with diverse groups and stakeholders
▪ Be available to work onsite in Larkspur each day of the SCSS session
▪ Be highly skilled in providing excellent customer service and attuned to the needs of youth participating in the program as attendees or as recreational activity leaders
▪ Possess current CPR/1st Aid certifications or have the ability to obtain these certifications before the start of the 2020 SCSS summer sessions.

POSITION DETAILS:

▪ The position reports directly to the Recreation Supervisor of the City of Larkspur and indirectly to the Recreation Director
▪ This is a non-benefitted contract position.
▪ Base annual salary is $25,000.00 with ability to earn incentives for total compensation up to $42,000.00 annually based on number of attendees and patron (parent/guardian) satisfaction with SCSS program. Expenses shall be submitted monthly for reimbursement. See attached Compensation Schedule for detail.
▪ Hours are anticipated to be approximately 10-15 hours per week when SCSS is not in session and at least 40 hours per week when SCSS is in session during the months of June and July. SCSS Coordinator must be on site in Larkspur on the Saturday before the first SCSS session starts. Coordinator must be on site daily from 8:00 AM – 4:00 PM during each day SCSS is in session from mid-June to mid-July.
▪ SCSS Coordinator must provide own laptop computer and software programs used in the SCSS program unless City of Larkspur chooses to provide access to certain software licenses and/or programs.
▪ In accordance with the Federal Americans with Disabilities Act (ADA), if special accommodations are necessary at any stage of the selection process, notification of such accommodations must be made to the City of Larkspur at the time the employment application is filed. Medical documentation must be provided upon request.
▪ Qualified applicants receive equal consideration without regard to race, color, religion, sex, sexual preference, gender identification, national origin, ancestry, age, marital status, disability, or other legally protected status.
▪ Applicants must successfully pass any and all required background checks, including LiveScan fingerprint check for criminal history and registered sex offender status in order to work with children.
APPLICATION INSTRUCTIONS:

Applications and information may be obtained from the City of Larkspur’s website at www.cityoflarkspur.org Please apply online at https://www.calopps.org/city-of-larkspur

Questions regarding the position or the job announcement should be directed by email to Janet Thiessen, Human Resources Manager at: jthiessen@centralmarinpolice.org

Due Date: OPEN UNTIL FILLED – First review date is planned for March 23, 2020.

Applications must include:
   1) Completed application form
   2) Cover letter detailing applicant’s interest in the position
   3) Current resume

Applications without all three documents will be considered incomplete and will not be given further consideration.

Applications will be screened for completion of all requested application materials and on a Best Qualified basis as determined by their interest in the position, skills, knowledge and relevant experience. An oral interview will be scheduled as soon as possible thereafter for those candidates deemed best qualified for the position.

Application packets may be submitted at https://www.calopps.org/city-of-larkspur