



## RECREATION COORDINATOR

### JOB DESCRIPTION

#### **DEFINITION**

Under general supervision, the Recreation Coordinator is responsible for recreation programming and facility management. Programming includes planning, coordinating and implementing the presentation and/or promotion of recreation activities and events in specific program areas. Facility management includes booking, marketing, and promoting the City's recreation facilities. This position may also be assigned to work as a primary program liaison to a Mill Valley board, commission, or committee.

#### **DISTINGUISHING CHARACTERISTICS:**

The Recreation Coordinator is an entry level management position that manages portions of the overall administration and operations of recreation programs and/or facilities. This position is distinguished from that of Program Coordinator in that it has a broader area of focus, may be assigned to multiple program areas, and is responsible for both programming and facility management.

#### **SUPERVISION EXERCISED AND RECEIVED**

This position is at a full-time, first-line supervisory level; incumbent is responsible for the supervision of staff and volunteers, providing direct recreation services to the public. The position receives direction from the Recreation Supervisor and the Superintendent of Recreation and Community Services.

#### **EXAMPLES OF DUTIES:**

Duties may include, but are not limited to the following:

- Recreation Coordinator may be assigned a specific program area(s), including, but not limited to the following: **Aquatics, Fitness, Facility Management, Hospitality, Facility Rentals, and Special Events.**
- Plan, organize, develop and implement programs & events.
- Recruit, hire, manage, train, schedule, audit, discipline and evaluate staff, contractors, interns and volunteers.
- Evaluate the progress and effectiveness of facility bookings, scheduling, and programming with measurable outcomes.
- Coordinate with local police and fire agencies for emergency response protocols.
- Collaborate with Building Maintenance staff, other City and county departments, and contractors to ensure the quality, safety and smooth operation of the facility. Ensure all staff are current with required certifications.

- Assist in the development of policies, procedures, contracts, and manuals for facility users and staff.
- Provides assistance and guidance to users of facilities, anticipate and resolve problems related to department programs, events, and activities.
- Work with local organizations, businesses, school personnel, parents and community members in developing recreational programs and activities.
- Perform related duties and responsibilities as required.

## **QUALIFICATIONS**

### Knowledge of:

- Strong background in area of program focus with emphasis in development and coordination of programming for one or more of the following: **Aquatics, Fitness, Facility Management, Hospitality, Facility Rentals, and Special Events.**
- Quality customer service techniques in person, over the phone, and in writing.
- Conflict resolution and problem solving techniques.
- Emergency response protocols & coordination with other agencies.
- Principles of supervision/management, employee motivation and team building.
- Principles and best practices of facility management, hospitality, and event production.

### Ability to:

- Train, schedule, supervise, evaluate and professionally develop employees.
- Communicate effectively verbally and in writing.
- Maintain files, monitor and track fees and payments.
- Work independently with minimum supervision and exercise sound judgment.
- Work effectively and professionally with co-workers, public officials and the general public.
- Multitask to handle competing priorities and demands alongside multiple deadlines.
- Consistently interpret and enforce policies and procedures with attention to detail.
- Establish clear goals and objectives and effectively communicate them to staff.
- Work flexible schedule with some evening, weekend and holiday shifts.

### Skill in:

- In communication, organization, attention to detail, and completing complex projects.
- Monitoring program results and demonstrate outcomes both qualitatively and quantitatively.
- Basic computer functions, Microsoft Office programs, social media, online scheduling software, and recreation programming software.
- Creating flyers, catalogs, newsletters, etc. and social media campaigns.
- Analysis as it applies to writing reports, grants, evaluations, etc.

## **EXPERIENCE AND EDUCATION**

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

- *Experience:* two (2) years of increasingly responsible professional experience in recreation activities, including managing recreation programs, facilities and part-time staff.
- *Education:* bachelor's degree in recreation administration or a closely related field from an accredited college or university.
- *Certifications:* additional certifications may be required that are assignment specific.
- *Special Requirements:* possession of, or ability to obtain, a valid California's driver's license. CPR and First Aid are highly desirable.

## **WORKING CONDITIONS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee is regularly required to stand and walk. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Vision is required to review publicity, documents, and respond to emergencies, disasters or critical incidents. Hearing of instructions, emergency tones, alarms and other warning devices sufficient to perform essential job tasks is required. Constant alertness and good safety work habits are required and necessary to work in an emergency response role when assigned.

Work is performed in both indoor and outdoor settings. Work requires operation of a computer keyboard to utilize registration system and desktop publishing software. Frequent bending, lifting, carrying and transporting recreation equipment from indoor storage facilities to outdoor and indoor activity locations is required.

FLSA Status:	Exempt
Bargaining Unit:	N/A
Approved by:	City Manager McCann
Date:	January 26, 2017