



TAHOE CITY PUBLIC UTILITY DISTRICT Job Description

Job Title: Recreation Coordinator
Department: Parks and Recreation
Supervised By: Director of Parks and Recreation
FLSA Status: Non-Exempt
Revised as of: January 2015

JOB SUMMARY

To organize, coordinate and participate in a wide variety of community afterschool and summer camp programs, and other recreational programs and activities; to supervise assigned staff and/or volunteers; and to perform a variety of administrative support functions in support of the assigned programs.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director of Parks and Recreation.

Exercises direct supervision over assigned interns and part-time and seasonal program personnel.

ESSENTIAL FUNCTIONS

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Organize, coordinate, and implement a variety of recreational, special events, afterschool programs and/or summer camp activities and services for the adults and youth of the community.
- Recruit, train and supervise part-time and seasonal staff and volunteers engaged in planned recreational activities; provide orientation to new staff and develop daily/weekly staffing schedules.
- Provide positive customer service to applicants, participants and the general public while providing accurate information regarding District's recreational facilities and programs; send requested brochures, schedules and applications; refer to other District departments or community services as appropriate.
- Receive registration forms and payments for assigned recreational programs and classes; balance receipts of daily revenues; and assist with facility rentals.
- Monitor and assess the condition of the facilities being used in terms of suitability, physical condition and safety; report facility maintenance concerns promptly.
- Coordinate and participate in the preparation of required facilities for assigned programs and activities; communicate with scheduled groups to confirm use of the facility and identify the needs of the group.
- Maintain records and files on all participants in assigned programs and activities; updating emergency and other pertinent information on a regular and as-needed basis.

- Document all incidents involving injury, behavioral problems and/or any unusual events; communicate to appropriate resources and supervisor; maintain all related records as necessary.
- Review and evaluate the progress and effectiveness of recreational programs and services being offered by the District; develop and present recommendations for additions, deletions or revisions to same; justify and document recommendations with appropriate background data.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Establish and maintain effective working relationships with co-workers and all others contacted in the performance of assigned duties.
- Utilize appropriate safety procedures and practices for assigned duties.
- Work safely and cooperatively with others.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Assist the Director with various budget functions including formation, reporting, justification, implementation and monitoring.
- Establish liaison with outside contractors and public agencies or vendors working within the assigned District areas.
- Research and prepare various reports, publicity and statistical data as required; prepare and distribute brochures, notices, and/or press releases as directed.
- Purchase and maintain inventory and supplies; initiate and coordinate repair of products and equipment utilized in assigned programs and activities.
- Attend meetings, workshops and conferences as required; make presentations and provide information regarding assigned programs and the District's recreational and sports services upon request.
- Identify best marketing techniques for program areas; assist with preparation of District Activities Brochure and other marketing tools.
- Perform all other duties as assigned.

EMPLOYMENT STANDARDS

1. Knowledge of:

- Standard and accepted methods, techniques, principles and procedures related to the planning and coordinating of recreational and/or child care programs and facilities.
- Basic methodology and practical objectives of program implementation for groups of varying ages and interests.
- Basic principles and methods of marketing recreation programs.
- Basic bookkeeping and accounting principles and practices.
- Basic principles and practices of employee supervision, recruiting, training and motivation.
- Basic first aid, and health and safety standards and practices.
- Modern office practices, methods, and computer equipment.
- Safe work practices.
- Principles and practices of customer service.

2. Ability to:

- Learn and apply District policies, procedures, and organizational priorities related to recreation programs.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

- On an intermittent basis, sit at desk for long periods of time; stand, walk, and bend while monitoring recreation programs; squat, climb kneel and twist intermittently when setting up various recreation programs; perform simple grasping and fine manipulation; and lift or carry weight of 75 pounds or less.
- Perform mathematical calculations including addition, subtraction, multiplication and division.
- Collect and interpret simple statistical information.
- Supervise, train and evaluate assigned program personnel.
- Organize and prioritize a variety of tasks in an effective and timely manner for self and others.
- Maintain and update a variety of files and records including confidential documentation.
- Prepare written narratives, correspondence, notices and reports in a clear and concise format.
- Meet the physical requirements necessary to perform assigned duties in a safe and effective manner for self and others.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Understand both oral and written instructions and carry out in a positive manner.
- Operate and use modern office equipment including computers and applicable software.
- Establish, maintain and foster positive working relationships with those contacted in the course of work.

EDUCATION AND TRAINING REQUIREMENTS

1. Education and Experience Requirements:

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

Education: Equivalent to a Bachelor's degree from an accredited college or university with major coursework in recreation, leisure studies, physical education, or a closely related field.


Experience: Two (2) years of progressively responsible experience working in recreational programming with a variety of age groups, including supervision of part-time or seasonal personnel.

2. Certification & Licensing Requirements:

- Possession of appropriate and valid driver's license and driving record that complies with District policy.
- Must obtain Class B Commercial Driver's License with a Passenger Transportation (PV) endorsement within six months of appointment.

WORKING CONDITIONS

Work is performed in both indoor and outdoor environments, subject to hot or cold temperatures and varying noise levels. (See detailed Job Analysis for a more complete list of physical and mental requirements.)

Reviewed by: 

Date: 01/21/2015

Classified by: 

Date: 01/15/2015

Approved by: 

Date: 01/15/2015