



CLASS SPECIFICATION FOR:
Recreation Coordinator I

General Statement of Duties:

Under general supervision, develops, plans, leads and/or supervises the administration of a specialized recreational, interpretative or educational program and its related activities, in an assigned location; does related work as required.

Distinguishing Features of Class:

An employee in this class develops, plans, organizes and leads programs, leagues, camps, special events and a wide array of other program related activities and events appropriate to targeted audiences and participants for one or more of the following specialized program areas: community recreation, preschool, youth, active adults, families, nature, outdoors, history, athletics, sports leagues, summer camps/programs, inclusion or other Division sponsored activities and events. Programming is typically implemented in an assigned facility/location but may be facilitated at multiple venues (e.g. camps, other facilities). Target audiences may include but not be limited to any or all of the following: preschool children, youth, teens, young adults, active adults, families, special needs. Responsibilities afford opportunity for independent judgment in planning work and making technical determinations. Receives general supervision with difficult or unusual problems discussed with the supervisor.

Examples of Assigned Duties (*illustrative of the types and scope of duties and responsibilities assigned to positions in this class*):

- Coordinates and/or facilitates existing programming, leagues and other sports to serve the interests and needs of the community and target audience;
- Develops targeted programming, may include camps and other related activities, to serve the interests and needs of the community and target audience;
- Identifies programming needs and interests and works with supervisor to develop programming (existing and new) to ensure programming is fresh, relevant and serves the County's goals and communities' interests and needs;
- Identifies, organizes and coordinates resources for facilitation of classes, programs, activities, and services;
- Coordinates logistics including locations, facility setup, facility maintenance if needed, equipment and supplies, staff assignments, secures and schedules performers, instructors, vendors, and concessionaires as needed, and oversees logistics before and during program, class, activities or event;
- Coordinates accommodations for participants with special needs impacting participation in programs and activities;
- Conducts program registration, collects fees and prepares receipts and assures proper handling of funds;
- Ensures safe use of facilities in strict accordance with licensing standards and established policies and procedures;
- Ensures site and use complies with County and other safety and risk management regulations and requirements;
- Ensures adequate safety of participants in programs and facilities, documents and reports all incidents and requests for maintenance/repairs to supervisor;
- Collaborates with the department's marketing staff to promote programming and other assigned activities;
- Handles facility reservations in strict accordance with established policies and procedures and refers problems or unusual situations to supervisor;
- Assists with various operational functions at facility as needed including but not limited to reservations, payments, etc.
- Prepares cost projections for programming projects and related activities and submits for necessary approvals, adheres to approved budget, and accurately tracks and reports project/activity costs for budget and fee setting purposes;
- Maintains proper documentation and appropriate records and reports for all programs/events offered, including temporary staffs' timesheets, program/event participation, costs, etc.;
- Assists in interviewing and selection of temporary/seasonal staff as well as contractors, volunteers and interns;
- Trains, supervises, provides performance feedback and schedules volunteers, high school interns, temporary/seasonal staff as well as contractors as needed;
- Contracts with identified resources according to current procurement and fiscal guidelines;
- Oversees contracted resources to ensure delivery of services as contracted, reviews contractors' invoices for accuracy and submits for payment, including any required paperwork (paper and electronic);
- Assists with facility programming, concession stand operations, and event activities County-wide as assigned;
- Assists with various operational functions at facility as needed including but not limited to reservations, payments, etc.
- Interacts with the public and others outside the assigned area's staff and operations to obtain and provide information and assistance in a variety of circumstances and addressing concerns;
- Maintains current knowledge of assigned area's best practices and guidelines as well as latest equipment and tools;
- Attends all scheduled meetings and required training and maintains all required certifications;
- Serves on work groups and committees as assigned;



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- Performs other duties as assigned;
- If assigned to interpretative or educational programs requiring animal care:
 - Provides basic daily care, feeding and habitat (natural and display) cleaning and maintenance for animals which may include but not be limited to: reptiles, amphibians, fish, mammals, livestock, farm animals;
 - Recognizes health or other condition issues with animals and provides rehabilitative care as instructed;
 - Basic knowledge of closed aquatic systems and complex filtration systems to develop, clean, maintain and repair;
 - Basic knowledge of animal reproduction to support animals' breeding, gestation, delivery and care as needed;
 - Develops displays, exhibits and programs with safe (for participants and animals) appropriate inclusion of live animals for target audiences' interests and needs;
 - Operates a wide variety of period specific and modern equipment;
 - Plans, plants, tends and harvests a variety of period specific crops of fruits and vegetables;
 - Conducts tours and orientations;
 - Ensures the utilization of period accurate costuming and staging;
 - Presents a variety of interpretive historical agricultural and trades programming;
 - Works in a variety of indoor and adverse outdoor conditions, days, evenings, weekends, on-call, as assigned.

Required Knowledge, Skills and Abilities:

Broad basic knowledge of the philosophy and objectives of community recreation and specifically of recreation program planning and promotion in the assigned specialty area; good knowledge and understanding of the varying demographics and special needs and interests of the segment of the population served by the assigned program area; experience planning a wide range of recreation activities; considerable knowledge of stages of human growth and development and safety and health practices of varying age groups and abilities; ability to work effectively as a team member and/or leader; basic project management skills; ability to effectively plan, implement and coordinate the activities of a specialized recreation program at assigned location(s); ability to multitask and effectively manage competing priorities and make sound decisions; critical thinking skills with the ability to problem solve and make sound decisions, including but not limited to under pressure and in emergency situations; good organizational skills; sound research skills and the ability to evaluate needs and to develop appropriate programming recommendations; some supervisory skill; good oral presentation and training skills and demonstrated ability to direct the work of volunteers, interns and/or temporary staff and coordinate the activities of large numbers of event participants; ability to establish productive relationships and cooperate with and effectively work with public and private organizations and businesses, civic and volunteer groups and the general citizenry; ability to work on own initiative without close supervision or guidance; ability to learn and assist appropriate Division staff with marketing strategies; physical condition that permits the activities necessary in and inherent to the assigned programming area and use related tools, equipment and other inventory relevant to the assigned area; ability to develop and maintain detailed accurate records and create reports as requested; effective oral and written communications skills; financial skills sufficient to cost effectively manage program costs within approved budget; good knowledge of personal computers and /or automated systems and the ability to enter, maintain, retrieve and analyze data; excellent customer service skills; tact; and courtesy. Requires working evenings, weekends, and some holidays. May require basic knowledge of the keeping, care and display of wild animals as well as the local, state and federal laws governing the keeping, care and display of animals.

Minimum Education and Experience:

Education: Four (4) year degree in recreation or other field relevant to assignment;

Experience: Two (2) years of relevant professional experience;

OR: Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

- Ability to work a flexible work schedule to meet department needs;
- First Aid, CPR, AED and other fitness and department specific certifications may be required;
- Must be able to lift at least 30 lbs as needed to move supplies and equipment;
- Requires valid driver's license.