

CLASS SPECIFICATION FOR  
**Recreation Center Coordinator**

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**GENERAL STATEMENT OF DUTIES:** Performs routine recreation work as well as program planning and staff coordination duties in general or specialized program areas at a specified program location; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** The employee in this temporary part-time class provides program planning/implementation and staff supervision in a general (day camp, playgrounds or preschool) or specialized (therapeutic or outdoor) recreation program at a specified program site. The incumbent is responsible for the safety and discipline (if appropriate) of participants and for oversight of the facility and program materials/supplies during program hours. The employee provides direct supervision to temporary part-time Recreation Instructors and Recreation Aides and receives general supervision and program direction from a recreation supervisor, who evaluates and reviews all work to ensure maintenance of established standards and the delivery of a high-quality product.

**EXAMPLES OF WORK** (illustrative only):

- Plans, organizes and implements programs relevant to the demographics and needs of the participants;
- Supervises Recreation Aides, Recreation Instructors and volunteers assigned to the program;
- May ensure participant discipline and communicate with parents/guardians of participants;
- Completes and submits reports, memoranda, timesheets, forms and other administrative items as directed and as appropriate;
- Oversees the use and maintenance of the facility during program hours and reports any needed maintenance or repairs to the recreation supervisor immediately;
- Tracks program supplies and materials, ensuring proper storage and safekeeping and ordering as needed to restock depletions;
- Sets up equipment needed for activities and issues and collects materials required;
- Observes necessary precautions to secure the safety of recreation participants and spectators and administers routine first aid in cases of minor injury;
- May work with recreation program coordinators and supervisors to make changes in program components;
- Performs related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Some knowledge of the philosophy and objectives of community recreation; knowledge of general recreation leadership methods and good leadership skills; knowledge of techniques and/or tools used in general or specialized recreation program area; working knowledge of first aid methods and necessary safety precautions necessary for recreation work; good organizational skills; ability to stimulate interest in and appreciation for the various aspects of the activities; ability to deal effectively with groups and to maintain discipline and/or control; ability to communicate effectively, both orally and in writing; ability to supervise; ability to meet and deal tactfully with the public; ability to maintain accurate records and to prepare reports.

**MINIMUM EDUCATION AND EXPERIENCE:** Graduation from high school and one (1) year of related work experience, preferably including some supervisory and/or recreation program planning experience; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

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This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.