

CITY OF SCOTTS VALLEY CLASS SPECIFICATION

RECREATION COORDINATOR

JOB PURPOSE

Under general supervision, organizes, coordinates and supervises a variety of youth through adult recreation activities and programs; publicizes programs; and does related work as required. Plans, implements, promotes, and directs recreation programs and activities including special events, sports and classes.

EXAMPLES OF DUTIES

Essential Duties:

- Provide on-site direction of recreation programs, facilities and activities.
- Maintains control of park recreational equipment and inventory.
- Assists in planning and developing future park sites and recreational programs.
- Assists in preparing budget estimates for assigned programs, publicity and various reports and correspondence.
- Prepare news releases, flyers, brochures and other publicity for recreation programs and events.
- Organize and direct activities related to various programs.
- Assist with organization and implementation of special events, sports, recreation activities and tournaments.
- Assist in recruitment of special instructors and volunteers.
- Meet and work with community groups to promote and explain programs.
- Schedules use of recreation programs and assist with program registration.
- Solicit community support and contributions.
- Supervision of part-time personnel.
- Operate personal computer using registration, word processing and desk top publishing programs.
- Oversee tennis program.

Marginal Duties:

- Under direction, may assist in supervision of aquatics program.
- Performs related work as required.

EMPLOYMENT STANDARDS

Education, Experience and Licenses: Requires education, training or experience equivalent to a BA/BS degree with major course work in recreation or related field; two years of public recreation experience and possession of a valid California motor vehicle operator's license required.

Ability to: Plan and develop recreational programs; interact courteously and effectively with staff, officials and the public; work irregular hours to accommodate public needs; follow oral and written instructions and work independently; prepare reports and publicity as required.

Knowledge of: Principles and techniques of organizing and directing a variety of recreation activities; and graphic design techniques.

CITY COUNCIL APPROVAL DATE: February 4, 1998