



## **CITY OF HALF MOON BAY**

### **Job Specification**

**Class Title: Recreation Coordinator**

**Status: Exempt**

**Department: Office of the City Manager**

**Reports To: Deputy City Manager**

**Employee Group: Represented Management**

**Adopted by City Council/Resolution Number:**

**Modified:**

#### **DEFINITION**

The Recreation Coordinator plans, implements and evaluates a variety of recreation programs and activities, and manages recreation facilities.

#### **SUPERVISION RECEIVED/EXERCISED**

The Recreation Coordinator receives general direction from the Deputy City Manager and principal staff with the majority of assignments performed under general supervision or independently. The Recreation Coordinator supervises support staff of the Recreation Division.

#### **IMPORTANT AND ESSENTIAL DUTIES (ILLUSTRATIVE ONLY)**

- Develops, schedules, implements, conducts and evaluates recreation programs and special events.
- Coordinates and supervises employees, independent contractors, and volunteers.
- Identifies, schedules, and prepares contracts with contracted instructors for classes.
- Prepares the Division's Activities Guide, division reports, and promotional materials.
- Coordinates the use and rental of City facilities by the public, including setting up physical arrangements for groups.
- Develops marketing materials and promotes Recreation programs throughout the community.
- Ensures the safety and welfare of all users of City facilities and programs.
- Attends Parks and Recreation Committee meetings, reports on programs and helps develop policies for the committee.
- Assists in preparation and administration of Division's budget process.
- Provide support to the preparation and implementation of the Parks and Recreation Master Plan.
- Executes operational decisions in accordance with City policies and procedures.
- Evening and weekend work is occasionally required.

- Performs related duties as assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge of:**

- Principles of coordinating and evaluating a variety of recreation programs (e.g. toddler, youth, teen, adult, seniors) and events.
- Principles of managing rental of City facilities.
- Office administrative practices and procedures, including the use of standard office equipment and software.
- Principles of supervision, training and employee development.
- Principles and practices of tracking and monitoring budgets.
- Computer applications used to create and distribute promotional materials.

### **Skill to:**

- Improve current programs and innovate new programs
- Acquire, retain and use thorough knowledge of the functions, procedures and policies of the City.
- Effectively and efficiently prioritize work and meet deadlines.
- Communicate orally and in writing with the public and effectively resolve complaints and satisfy inquiries.
- Comprehend and accurately follow brief oral instructions.
- Use tact, discretion, initiative and independent judgment within established guidelines.
- Understand, interpret and communicate policies, procedures and protocols.
- Perform accurate arithmetic calculations.
- Communicate clearly and effectively, both orally and in writing.

### **Ability to:**

- Assist in budget preparation and administration.
- Interpret, explain and enforce applicable policies and procedures.
- Maintain records neatly and accurately.
- Work collaboratively and create and maintain positive relationships with diverse community members and staff.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments with a minimum of direction.
- Represent the City and the Division effectively in contacts with representatives of other agencies, City departments, and the public.

## **EDUCATION AND EXPERIENCE**

Sufficient education and experience to satisfactorily perform the duties of this classification are required. Any combination of experience and training that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

### **Education:**

Possession of a Bachelor's Degree in Recreation and Leisure Studies or a related field; and

**Experience:**

Two (2) years of increasingly responsible, paid, full-time experience in municipal or private sector recreation programming, including at least one (1) year of supervision experience.

**PHYSICAL DEMANDS**

The ability to maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned. The ability to move tables, chairs, and equipment; lift equipment and supplies from 5 to 50 lbs. in weight; and demonstrate recreational activities, games, crafts, and athletic techniques is also required.

**WORKING CONDITIONS**

This position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer, and acute hearing is required when providing phone service and communicating in person.

**LICENSES, CERTIFICATES AND REGISTRATIONS**

Possession a valid California Class "C" Driver's License and satisfactory driving record. Possession of a current First Aid/CPR/AED certificate. Bilingual (Spanish) language ability, both written and spoken, is preferred. Candidates who receive offers of employment will be required to submit fingerprints, undergo a criminal record clearance, and have a physical examination including a TB screening.