

CITY OF FOLSOM

RECREATION COORDINATOR I

DEFINITION

Under general supervision, oversee a program area within the Recreation Division and assist with the development, implementation, and coordination of recreation programs and events. Incumbents may oversee, monitor, and/or direct the work of part-time, contract, and volunteer staff.

DISTINGUISHING CHARACTERISTICS

This is the entry-level class in the Recreation Coordinator series. This class is distinguished from the higher classification of Recreation Coordinator II in that the latter has responsibility for the oversight of multiple large programs and events. The Recreation Coordinator I has responsibility for fewer programs and events that are more limited in size, scope, and complexity.

EXAMPLES OF ESSENTIAL DUTIES

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.

- Plan, coordinate, and oversee the operations of a program area within the Recreation Division.
- Plan, organize, promote, and provide support for special events such as tournaments, shows, exhibits, festivals, and others.
- Plan, coordinate, and direct recreation program registration.
- Assist the public regarding recreation programs or events.
- Assist in gathering, analyzing, and reporting information pertinent for the development and scheduling of programs and events.
- Assist in coordinating and scheduling of groups and facilities.
- Recruit, train, schedule, and evaluate part-time, temporary, contract, and volunteer staff.
- Issue products and supplies used in recreation programs and activities.
- Maintain program records and schedules.
- Monitor the overall condition of products and supplies used by participants in leagues and recreation programs; report the information to a supervisor.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS

NOTE: The level and scope of the following knowledge and abilities are related to duties listed under the “Examples of Essential Duties” section of this specification.

Knowledge of:

- Philosophy and objectives of the recreation professional and the purpose, use, and benefit of various elements of the program.
- Principles and techniques of planning, organizing, promoting, and evaluating recreational and leisure programs.
- Principles of time management.
- Principles of effective oral and written communication skills.
- Safe and hazardous practices in recreation programs and activities.
- Common word processing, spreadsheet, and database software.

Ability to:

- Receive and delegate tasks to recreation groups and part-time and temporary help.
- Prepare written reports.
- Organize and prioritize workload.
- Work independently on delegated projects.
- Effectively communicate verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Minimum Qualifications:

Education:

An associate’s degree in recreation, leisure studies, or a closely related field from an accredited college or university.

Experience:

Two (2) years of full-time increasingly responsible experience in the recreation field.

Substitution:

Additional qualifying experience can substitute for the required education on a year-for-year basis.

License, Certificate, Registration Requirement:

Some positions may require possession of, or the ability to obtain and retain, a California Class C driver license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Physical Requirements:

Work is generally performed in an indoor environment; occasional work outside in various types of weather. Work may take place at off-site indoor and outdoor locations throughout the City. (1) Mobility: frequent use of keyboard; frequent sitting; occasional walking, standing, bending, stooping. (2) Lifting: occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent computer use; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to noise.

Other Requirements:

Must be willing to work evenings, weekends, and holidays.

Information Block

Class Code:

FLSA Status:

Established:

Revised:

Retitled:

Workers Compensation Code

Bargaining Unit: