

# CITY OF FOLSOM

## RECREATION COORDINATOR II

### **DEFINITION**

Under general supervision, plan, develop, coordinate, promote, and lead special events and programs within the Recreation Division. Incumbents may oversee, monitor, and/or direct the work of part-time, contract, and volunteer staff.

### **DISTINGUISHING CHARACTERISTICS**

The Recreation Coordinator II is the journey level in the Recreation Coordinator series. This class is distinguished from the lower classification of Recreation Coordinator I in that the latter has responsibility for fewer programs and events that are more limited in size, scope, and complexity. This class is distinguished from the class of Senior Recreation Coordinator in that the latter has broader responsibility for full and multiple program areas and may serve as the full supervisor of incumbents in the lower levels of the series.

### **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, schedule, promote, lead, and evaluate recreation programs and special events.
- Review and recommend adding, deleting, and/or modifying special events.
- Oversee, monitor, and/or direct the work of assigned part-time, contract, and volunteer staff.
- Research and assist in formulating policies and procedures.
- Coordinate and oversee use of city facilities.
- Gather, analyze, and report information.
- Assist in developing and monitoring of the Recreation Division's budget and/or area budget.
- Assist in developing, monitoring, and tracking sponsorships and partnership opportunities, special events, equipment, and/or facilities for recreation programs.
- Prepare agendas and write reports.
- Research grant opportunities; prepare grants; coordinate grant administration.
- Design and create promotional materials; design web pages for programs.
- Troubleshoot problems and recommend solutions.
- 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 profession and the purpose, use, and benefit of various elements of the program.
- Principles and techniques of planning, organizing, promoting, and evaluating recreation programs.
- Principles of time and resource management.
- Principles of supervision and leadership.
- Principles of effective oral and written communication skills.
- Safe and hazardous practices in recreation programs and activities.

### **Ability to:**

- Receive and delegate tasks to recreation groups and part-time, temporary, and volunteer help.
- Prepare written reports.
- Effectively supervise and lead delegated assignments.
- 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:**

A bachelor’s degree in recreation, leisure management, or a closely related field from an accredited college or university.

#### **Experience:**

One (1) year of full-time experience as a Recreation Coordinator I with the City of Folsom.

OR

Three (3) years of full-time increasingly responsible experience in recreation program leadership.

#### **Substitution:**

Additional qualifying experience may be substituted for the required education on a year-for-year basis up to three (3) years.

**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 performed both in a typical office setting and outdoor environment. Work may take place at off-site indoor and outdoor locations throughout the City. (1) Mobility: frequent use of keyboard; frequent sitting, standing, walking; occasional bending or squatting. (2) Lifting: occasionally up to 50 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; 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 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: