

# CITY OF FOLSOM

## SENIOR RECREATION COORDINATOR

### **DEFINITION**

Under direction, plan, organize, direct, coordinate, supervise, and evaluate various program functions and special events of the Recreation Division. Incumbents may oversee, monitor, and/or direct the work of lower level personnel. Some positions may perform direct supervision, but not for a preponderance of the time.

### **DISTINGUISHING CHARACTERISTICS**

The Senior Recreation Coordinator is the lead or specialist level class in the series, although some positions may provide direct supervision for a small proportion of the time. The Senior Recreation Coordinator distinguished from the Recreation Coordinator II classification in that the former has greater responsibility, autonomy, and discretion in planning and completing a wide variety of recreation programs and related tasks. Incumbents in the Senior Recreation Coordinator class have day-to-day oversight and responsibility for a major and/or multiple programs and assigned work and may supervise the work of regular staff in lower level classifications.

### **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.**

- Conduct research and analyze information pertinent to the development of programs and services.
- Evaluate the effectiveness of programs.
- Develop, implement, and oversee program budgets.
- Recommend policies and procedures.
- As a direct supervisor, assign work, make hiring decisions, supervise, train, discipline, and evaluate performance of subordinate staff.
- Work with community groups and residents to develop and coordinate programs and facility use.
- Prepare and maintain master calendars for multiple facilities.
- Coordinate the production of promotional materials.
- Promote and enhance existing programs.
- Prepare written reports.
- Oversee, monitor, and direct the work of lower level personnel.
- 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 benefits of various elements of the program.
- Principles and techniques of planning, organizing, evaluating, and promoting of recreational activities for children, youth, and adults.
- Budget preparation and control.
- Facility management.
- Effective record keeping and report writing.
- Basic computer skills.
- Safe practices in recreation programs and activities.

**Ability to:**

- Select, train, supervise, evaluate, and discipline subordinate staff.
- Research, plan, organize, implement, and supervise recreation programs and special events.
- Evaluate the progress and effectiveness of a recreation program.
- Use computer system and software.
- Formulate and administer program budgets.
- Prepare written reports.
- Effectively communicate verbally and in writing.
- Establish and maintain effective working relationships with those contacted in course of work.
- Coordinate programs and schedules with community groups.
- Oversee, monitor, and direct the work of lower level personnel.

**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 II with the City of Folsom.

OR

Three (3) years of full-time increasingly responsible experience in recreation program leadership including one (1) year of leadwork experience.

**License, Certificate, Registration Requirements:**

- 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.
- American Red Cross certification.

**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, and walking; occasional bending or squatting. (2) Lifting: frequently up to 10 pounds; 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 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: