

RECREATION COORDINATOR

NATURE OF WORK IN THIS CLASS:

This is technical work involved in organized recreation programs and activities.

Employees in this class may lead the work of recreation leaders.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Plans, organizes, and coordinates a variety of recreation programs and activities such as sports, arts and crafts, and youth activities.

Provides instruction to participants, umpires or other officials in techniques or rules of play for selected individual or team sports; organizes leagues, schedules tournaments and meets; and schedules and coordinates the use of recreational areas and facilities and related equipment.

Prepares and arranges for the production and distribution of publicity materials such as posters, flyers, newspaper articles or bulletin announcements.

Demonstrates to participants techniques and methods of engaging in such group activities as games or sport activities.

Observes and evaluates participants response; exercises ingenuity and imagination by varying program offerings to maintain participant interest; and provides guidance and leadership to program participants.

Insures that participants adhere to safety regulations and practices.

Handles complaints; answers inquiries from the public; maintains records.

May instruct or coach a variety of individual activities or team sports.

May lead the work of others.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of a variety of recreational activities and game rules and sports.

Knowledge of the facilities and equipment needed in recreation programs and the proper arrangement of recreation areas.

Ability to plan, organize and coordinate a variety of recreation programs and activities.

Ability to lead the work of others.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Skill in the application of a variety of recreational activities.

MINIMUM EXPERIENCE AND TRAINING:

(A) Two years of experience in the organizing or supervising recreation programs or activities and graduation from high school;
or

(B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Established: July 1980



DAVID R. FLORES, Executive Director
Civil Service Commission