

**RECREATION PROGRAM COORDINATOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**DEFINITION**

To oversee and coordinate assigned recreation program activities within the Parks & Recreation Department including youth and adult enrichment classes, adult sports leagues and seasonal special events; to implement program goals and objectives; and to perform a variety of administrative tasks in support of assigned area of responsibility.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from assigned Recreation Supervisor.

Exercises technical and functional supervision over part-time, seasonal, contract and volunteer staff.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS** – *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

**Essential Functions:**

1. Oversee and coordinate assigned recreation program activities including youth and adult enrichment classes, adult sports leagues and seasonal special events.
2. Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing recreation program services; implement policies and procedures.
3. Monitor program performance; recommend and implement modifications to systems and procedures.
4. Coordinate adult sports leagues; provide league information to the public; recruit and hire scorekeepers; create league schedules; compile and update new rules seasonally.
5. Attend adult sports league games; record and notify team managers of league standings.
6. Coordinate youth and adult enrichment classes including but not limited to dance, art and foreign languages; recruit and interview potential class instructors; collect class curriculum from instructors.
7. Prepare, sign and update instructor's contracts; contact and notify instructors each quarter for information.
8. Plan and provide special events for the community; plan themes, purchase supplies and recruit staff and/or volunteers.
9. Coordinate Vacation Camps for youth; recruit camp staff; plan daily activities and purchase supplies.
10. Prepare and collect evaluations of recreation programs, instructors and staff in various areas including adult and youth enrichment classes, adult sports leagues, Vacation Camps and special community events.
11. Promote and coordinate specific activities within a recreation program; prepare program event and facility marketing material including news releases, flyers, schedules of events, pamphlets and brochures.
12. Schedule usage of facilities for recreation program activities including youth and adult enrichment programs, adult sports leagues and special events; provide information and assistance to users of facilities.

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13. Participate in the preparation and administration of assigned budget; submit budget recommendations; monitor expenditures.
14. Coordinate the organization, staffing and operational activities of the Day Care program.

#### **Marginal Functions:**

1. Monitor program compliance with laws, rules and regulations related to provision of recreation programs and related services.
2. Maintain awareness of new developments in the field of recreation; incorporate new developments as appropriate into programs.
3. Perform related duties and responsibilities as required.

## **QUALIFICATIONS**

#### **Knowledge of:**

Basic operations, services and activities of a City recreation program.  
Principles and practices of recreation program development and implementation.  
Methods and techniques of coordinating and scheduling sports leagues.  
Basic procedures, methods and techniques of budget preparation and control.  
Recent developments, current literature and information related to recreation and leisure.  
Marketing theories, principles and practices and their application to recreation programs and events.  
Modern office procedures, methods and equipment including computers and applicable software applications.  
Basic principles of supervision.  
Pertinent Federal, State and local laws, codes and safety regulations.

#### **Ability to:**

Coordinate and direct assigned recreation programs including youth and adult enrichment programs, adult sports leagues and special events.  
Recommend and implement goals and objectives for providing recreation programs, events and activities.  
Elicit community and organizational support for recreation programs.  
Interpret and explain City policies and procedures.  
Prepare and administer recreation program budgets.  
Allocate limited resources in a cost effective manner.  
Problem solve and trouble shoot problems with various recreation programs.  
Coordinate and schedule sports leagues.  
Develop and implement various adult enrichment classes.  
Select and oversee the work of volunteer, seasonal and part time staff.  
Prepare and collect evaluations of recreation instructors, programs and events.  
Operate office equipment including computers and supporting word processing and spreadsheet applications.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.  
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

#### **Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### **Experience:**

Three years of increasingly responsible recreation experience including one year of administrative responsibility.

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**Training:**

Equivalent to a Bachelors degree from an accredited college or university with major course work in recreation, leisure studies, physical education or a related field

**License or Certificate**

Possession of, or ability to obtain, an appropriate, valid driver's license.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office and field environment; travel from site to site; exposure to computer screens, inclement weather conditions.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; moderate or light carrying; operating motorized vehicles; near visual acuity for operating a computer.