

RECREATION AND COMMUNITY EVENTS COORDINATOR

DEFINITION

Under general direction, to plan, manage, and oversee the activities of a variety of community recreational and leisure activities and programs, and the operation and maintenance of program sites including public use and rental of facilities; to monitor and assist program contractors and contractual agreements; to identify potential funding resources and administer grants; to serve as a technical resource for assigned work personnel; and to do related work as required. Serves as Disaster Service Worker. FLSA Status: Non-exempt. Bargaining Group: Miscellaneous Unit.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification in which the incumbent develops, organizes, and supervises assigned City recreation programs, services, and personnel, as well as assists with the planning and implementation of special events. Incumbents in this classification may be required to work nights and weekends depending on the recreational activities or social functions supervised.

REPORTS TO

City Manager, or as assigned.

CLASSIFICATIONS SUPERVISED

Part time and contract employees, volunteers, and other assigned professional, technical, and clerical staff.

ESSENTIAL FUNCTIONS

Oversees and/or participates in the development, implementation, and maintenance of the department goals, objectives, policies, and procedures ensuring that program goals are achieved; assists with the assessment of community recreational needs and development of programs and services to meet those needs; plans, coordinates, and reviews the work plan for recreation and community programs and activities which may include program design, contract development and monitoring, and program site maintenance and repair; schedules and coordinates the use of City facilities; recruits, trains, manages, and evaluates part time program staff, contract class instructors, sports officials, and volunteers assuming responsibility for motivating and evaluating assigned personnel; provides necessary training; initiates discipline procedures as is appropriate; monitors work activities to ensure safe work practices, work quality, and accuracy; ensures compliance with applicable rules, policies, and procedures; assigns work to department staff and office personnel; provides administrative and technical direction to lower level staff ensuring compliance with various reporting requirements; seeks out and applies for grants and donations for program funding; administers grants to ensure

compliance with regulations; assists with the development of program budgets and fees; prepares information and reports related to program operations and budgets; monitors program expenditures and maintains appropriate expenditure controls; coordinates department activities with agencies and non-profit services; supervises and participates in the design, preparation, and distribution of program publicity including press releases, brochures, newsletters, pamphlets, flyers, and printed schedules; assesses equipment and supply needs and recommends necessary orders and purchases to ensure smooth programs and facility operations; represents the department on various community-wide and City committees; prepares and provides complex reports, correspondence, staff reports, ordinances, and resolutions to the City Manager, City Council, committees, City departments, outside agencies, and the public; makes oral presentations and participates in organizational and community group meetings; responds to questions and inquiries, and investigates complaints; and establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public. May be required to attend night and weekend meetings.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand, walk, reach, twist, turn, kneel, bend, squat, and stoop; normal manual dexterity and eye-hand coordination; ability to lift and/or move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of recreational and office equipment including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office and recreation facility environment; some work may be performed outside; frequent contact with other City staff, program volunteers, and the public.

MINIMUM QUALIFICATIONS

Knowledge of:

- Recreation, cultural, and leisure needs of youth, teen, adult, and senior populations of the community.
- Procedures for planning, implementing, and maintaining a variety of recreation and leisure time activities and programs through community participation.
- Pertinent federal, state, and local laws, codes, and regulations.
- Standard program evaluation methods and report writing procedures.
- Principles of grant writing and administration.
- Principles and practices of program administration including budgeting, marketing, purchasing, and program needs forecasting.
- Principles and techniques used in supervision, training, and performance evaluation.
- Methods and techniques of first aid.

- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Administrative processes such as purchasing, inventory control, and scheduling.
- Occupational hazards and standard safety practices.
- Recordkeeping practices.

Ability to:

- Plan, assign, and supervise the work of staff involved in administering grant funded programs including establishing budgets, selecting contractors, monitoring performance, and authorizing payment.
- Understand the organization and operation of the assigned duties, other City departments, and outside agencies as necessary to assume assigned responsibilities.
- Evaluate community services' needs, recommend alternatives, and reach sound conclusions.
- Plan, organize, direct, and evaluate the work of subordinate staff.
- Operate and set-up recreation or athletic equipment.
- Coordinate multiple projects, programs, and cooperative ventures.
- Supervise and participate in the establishment of division goals, objectives, and methods for evaluating achievement and performance levels.
- Supervise and communicate clearly and concisely, both orally and in writing, including preparing/presenting various documentation and reports.
- Establish and maintain effective work relationships with City staff, elected/appointed officials, commissions, and the public.
- Practice political acumen and community relations to build partnerships and advocacy for youth and adult services.
- Understand, interpret, and explain department policies, procedures, and operations; resolve office issues for the public and between staff.

Training and Experience:

- Two (2) years of increasingly responsible supervisory experience in the delivery of human services, seniors' programs, leisure time services, and/or recreation services.

SPECIAL REQUIREMENTS

- Possession of valid first aid and CPR certification, or ability to become certified within six (6) months of appointment.
- Ability to work days, evenings, and weekends as required.

Education:

- Graduation from an accredited college with an AA degree in recreation, physical education, business administration, public administration, or closely related field.

Licensing:

- Possession of a valid California driver's license.

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