

City of Merced

Bargaining Unit: 01
FLSA: Covered
Position Number: 06650

RECREATION COORDINATOR

DEFINITION

Under the general direction of the Director of Parks and Community Services or Recreation Supervisor, the Recreation Coordinator's primary duties will consist of actively participating in, developing and implementing a wide range of programs that foster youth and adult development that includes, but is not limited to, managing programs at a specific neighborhood recreation center, recreation activities, health and fitness programs, prevention programs and special events. This position will also participate in community problem solving and have the ability to be flexible and change plans based on the needs of the served population. Incumbents in this position, though reporting to a Recreation Supervisor, do not act as assistants to Recreation Supervisors but work independently in delivering recreation activities.

REPORTS TO

Director of Parks and Community Services or Recreation Supervisor or other designated employee.

POSITIONS SUPERVISED

Temporary Recreation Leaders, Recreation Specialists and volunteers. As the Department grows, opportunities may be available in the future to supervise full-time employees.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Under general direction, the incumbent is expected to acquire knowledge about the wants and needs of the community and build partnerships and programs that will benefit the youth and adults of the community; manage recreation programs at a specific neighborhood recreation center, plan, organize and implement programs for youth and adults that foster their development, healthy living, cultural unity and community identity; make resource allocation decisions based on program needs for personnel, equipment and materials; research trends, demographics and needs of youth and adults to evaluate current programs and plan strategically for the future; participate in the selection, training and evaluation of temporary and volunteer employees; provide advisory support and act as liaison to committees, community organizations, and schools involved in youth and adult programs; develop, implement and monitor a program budget and prudently allocate resources to accomplish program activities; develop public relations materials and develop strategic alliances with media for the marketing of programs and promotion of the benefits of youth and adult programs to the participants and the community; work cooperatively with community organizations and agencies to build coalitions that will improve services and programs; prepare and present verbal and written reports to governmental agencies and community groups; perform other duties as assigned.

RECREATION COORDINATOR – 2

TYPICAL PHYSICAL REQUIREMENTS

Frequently stand and walk; sit for extended periods; normal manual dexterity and eye-hand coordination in order to participate in a full range of recreational activities; ability to lift material weighing up to 50 pounds; corrected hearing and vision to normal range; excellent verbal communication; use of office equipment, including computer and various software/hardware including MS Office Suite, Excel and Access, and employer specific software, telephone, calculator, copiers, and FAX machine.

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 and the public. Incumbent will work a flexible shift schedule with variable days off. Incumbent will also be required to perform on-call and/or standby at various times each month.

DESIRABLE QUALIFICATIONS

Knowledge of:

The theories, principles and practices common to the field of youth and adult development and recreation management;
Budgeting and personnel management as practiced in the public sector;
Marketing and cost benefit as it relates to recreational programs;
Principles of supervision, employee motivation and team building;
Skills in resource development to garner grants, donations, sponsorships and in-kind services beneficial to youth and adult programming;
Understanding of cultural diversity and how it is pertinent to working with youth, adults and their families;
Conflict resolution skills.
Managing recreation programs at a specific recreation center.

Ability to:

Work with local groups and organizations;
Be creative, reliable and to be a self-starter;
Think clearly, quickly and accurately;
Follow directions;
Establish and maintain cooperative relationships with citizens, agencies, organizations, and fellow employees;
Work with and supervise assigned staff;
Complete assigned duties as required;
Multi-task to handle competing priorities and demands;
Facilitate employee and community groups to work effectively and collaboratively;
Practice Political acumen and community relations to build partnerships and advocacy for youth and adult services;

RECREATION COORDINATOR - 3

Ability To Continued:

Empower youth and adults in the planning and leadership of youth and adult activities;
Verbal and written communication skills to develop reports, grants, evaluations and
other material as appropriate;
Monitor program results demonstrating outcomes both qualitatively
and collaboratively.

Training and Experience:

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

Completion of the requirements for an AA in a recreational related field and minimum of
three years experience managing recreation programs, supervising youth or adult
programs and activities in a recreation related field. A Bachelor's degree with major
course work in recreation or a related field is preferred. Bilingual skills and previous
work experience in a diverse community would be an asset for this position.

Special Requirements:


Must possess a valid California Driver's License.

Must be able to work days, evenings, and weekends as required.

Reference: City of Merced Personnel Rules and Regulations, Sections 5.05 and 5.07.

*The contents of this class specification shall not be construed to constitute any expressed or implied warranty or
guarantee, nor shall it constitute a contract of employment. The City of Merced assumes no responsibility
beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in
the information contained herein. The contents of this specification may be modified or revoked without notice.
Terms and conditions of employment are determined by City Management.*

APPROVED _____


Chairperson, Personnel Board

DATE _____

3/10/07