

**CITY OF GLENDALE**

<b>TITLE:</b>	<b>Recreation Coordinator</b>	<b>CLASS CODE</b>	<b>441</b>
<b>REPORTS TO:</b>	<b>Recreation Supervisor</b>	<b>GRADE:</b>	<b>25</b>
<b>DEPARTMENT:</b>	<b>Parks &amp; Recreation</b>	<b>FLSA:</b>	<b>E</b>
<b>JOB SPECIFICATION DATE: July 1, 2005 bwg</b>			

**JOB SUMMARY**

Plans and coordinates a specific recreation program or events within the parks and recreation department.

**ESSENTIAL FUNCTIONS**

1. Trains, coordinates, and evaluates the staff of a specific recreation program; supervises and handles payroll for temporary staff.
2. Plans, coordinates, and implements activities for a specific recreation program or event; evaluates outcomes.
3. Maintains and monitors contracts for use of facilities, classrooms or athletic fields.
4. Participates in establishing goals and objectives for specific Recreation Department programs.
5. Participates in planning the department budget; provides estimates; monitors the budget for program area of responsibility.
6. Develops rules for games, sports, events; prepares accident and statistical reports.
7. Meets with citizen groups to discuss needs; coordinate new program development.
8. Performs on-site program inspections and evaluations to ensure compliance with program and safety policies and procedures.
9. Calculates and recommends fees for programs; maintains financial records for program area.
10. Investigates and resolves citizen complaints or problems.
11. Prepares reports on recreation activities and other statistics in area of responsibility.
12. Interprets and enforces department policies, procedures, and regulations.
13. Monitors use, care, and maintenance of equipment.
14. Coordinates registration procedures for programs; collects and records registration forms and fees.
15. Trains and monitors work of temporary staff.

**SECONDARY FUNCTIONS**

16. Performs other related duties as assigned.

**KNOWLEDGE, SKILLS, ABILITIES**

**Knowledge of:**

- Basic principles, methods, and practices of planning and providing community based recreational services
- Budget monitoring
- Basic supervisory principles and practices
- City policies and procedures, community demographics, and recreational issues

**Ability to:**

- Train, coordinate, and monitor the work of staff
- Evaluate programs; prepare reports
- Effectively communicate verbally and in writing
- Establish and maintain effective working relationships with city staff and the public

**RECREATION COORDINATOR**

### **WORKING CONDITIONS**

Exposure to weather conditions, traffic hazards, and noises. Transports and sets up recreational equipment.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in recreation administration, leisure services, or a related field and two years experience in professional level recreation work, including 6 months of supervisory experience.

Any equivalent combination of training, experience, and education that provides the required knowledge, skills, and abilities, is qualifying.

### **SPECIAL REQUIREMENTS**

Valid Arizona driver's license

Cardiopulmonary resuscitation certification and First Aid Course certification must be obtained within six months of employment

May be required to work evenings, weekends, and holidays