

**CITY OF MILLBRAE  
CLASSIFICATION SPECIFICATION**

**RECREATION COORDINATOR**  
**May 2019**

**DEFINITION**

Under general supervision, coordinates all aspects of assigned program areas, including programming, scheduling, promotion/marketing, program budget, and supervision of part-time staff; may assume responsibility for other program areas, as assigned.

**DISTINGUISHING CHARACTERISTICS**

Recreation Coordinator is distinguished from the Recreation Specialist by coordinating all aspects of assigned program areas, while the Recreation Specialist is responsible for a segment of the program.

**SUPERVISION EXERCISED AND RECEIVED**

Receives general supervision from supervisory or management staff in the Recreation Department. Provides supervision for part-time Recreation staff, as assigned.

**DUTIES AND RESPONSIBILITIES**

The duties listed below are illustrative only and are not meant to be a full and exhaustive listing of all of the duties and responsibilities of the position.

- Provides information and assistance to the community in a variety of areas such as facility rentals, programs, registration, and other community services; may be responsible for managing facility scheduling and bookings;
- Schedules, assists with, conducts, and/or manages contracted classes, camps, programs, activities, and events as assigned; may be assigned to ensure appropriate instructor licensing and insurance;
- May collect fees, verify invoices, and perform related tasks;
- Prepares and produces the entire Recreation Activity Guide, or a portion thereof;
- Directs the work of part-time staff in terms of scheduling work hours, training, prioritization of work, approval of time off, and, where applicable, conducting performance evaluations; supervises volunteers used in the program and, as appropriate, assigns them to other Division activities;
- Serves as staff liaison to community and professional organizations, as well as City committees and commissions;
- Coordinates all segments of the assigned programs, including programming, scheduling, promotion, supervising part-time staff and volunteers, and preparing the program budget;
- Determines programs to be offered, consistent with budget and available staff; and confers with other management staff as appropriate;
- Promotes programs through newsletters, flyers, press releases, other material/media, and the Recreation Activity Guide; provides information and assistance to citizens;
- Operates a variety of office equipment related to the above duties; and
- Performs related duties as assigned.

**JOB-RELATED QUALIFICATIONS**

**Knowledge of:** Principles, techniques, and practices involved in the delivery of recreation services,

programs, and activities; marketing and outreach techniques used to promote division programs; basic principles of supervision, training, and work coordination; safety standards and practices; basic principles of budget administration; computers and software used during the course of work; effective customer service techniques.

**Ability to:** Acquire a thorough knowledge of Recreation Department programs, policies, and procedures and a working knowledge of applicable City policies and regulations; acquire a working knowledge of community services available in the County; effectively coordinate activities of the assigned program; relate to the needs and interests of the age groups served and translate them into beneficial program activities; maintain a safe environment for participants; prepare and manage a program budget; communicate effectively, both in writing and verbally; provide effective customer service; maintain effective working relationships with those contacted in the course of work; effectively operate computers and software used in the work; perform required physical duties; and work extended or irregular hours as necessary.

## **EDUCATION AND TRAINING GUIDELINES**

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

**Education:** Equivalent to graduation from an accredited college or university with a Bachelor's degree in recreation, gerontology, therapeutics, or a related field.

**Experience:** Two years of full-time equivalent experience in the planning and delivery of recreation services.

**Licenses:** Must possess and maintain a valid Class "C" California Driver's License with a satisfactory driving record. Possession of and ability to maintain a valid first aid certificate. Possession of and ability to maintain a valid CPR certificate.

## **SPECIAL REQUIREMENTS**

Vision adequate to read and supervise program participants; ability to bend, stoop, or crouch, and have enough physical stamina to lift and carry up to 30 pounds; mobility to move tables and chairs for room setup and assist in the mobility of a variety of clients. Speak clearly and understandably. May require to work nights and weekends as needed.