

# CITY OF HUNTINGTON PARK

## CLASS SPECIFICATION

### RECREATION COORDINATOR

|                        |                      |                                       |                           |
|------------------------|----------------------|---------------------------------------|---------------------------|
| Civil Service Status:  | Open Competitive     | Bargaining Unit:                      | Non-Represented Employees |
| Probationary Period:   | At-Will              | Approved by Civil Service Commission: | 08/29/2019                |
| Classification Series: | Parks and Recreation | Approved by City Council:             | 09/03/2019                |
| FLSA Status:           | Non-Exempt           | Resolution No.:                       | 2019-24                   |

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**

Under general direction of the Recreation Supervisor, this professional position plans, organizes and supervises public recreation activities and programs at various locations such as park buildings, playgrounds, athletic fields and/or perform other related work as required.

#### **EXAMPLE OF DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Develop, supervise and conduct Recreation Programs, such as vacation and special holiday recreation programs for children, youth and adults;
- Supervise and assist assigned employees;
- Plan, organize and coordinate activities including, but not limited to, adult and youth sports programs, skate park and special events;
- Submit reports and evaluations of special events;
- Coordinate, promote, implement and evaluate recreation activities, as assigned;
- Schedule, organize, coordinate and implement year-round recreational programs and cultural arts activities, such as contract classes, cultural arts, tiny-tot programs, after-school playgrounds, and special sports programs or events;
- Prepare or coordinate the development of event publicity, including news releases, flyers, pamphlets and brochures;
- Supervise, evaluate, train, and discipline assigned staff, part-time staff, volunteers and contract employees;
- Schedule working hours for part-time recreation staff;
- Plan, direct, coordinate and schedule recreation staff work schedules;
- Prioritize, schedule, assign and outline work assignments;
- Monitor service delivery of programs and projects;
- May collect fees and register patrons for programs and activities;
- Interpret contracts, facility policies, rules and procedures to prospective users and assures their enforcement;
- Serve on committees within the City and in professional job-related organizations;
- Represent the City and/or department at meetings, seminars, workshops and conferences;
- Participate in the development of the annual budget for a recreation activity or group of activities;
- Research, prepare and present a variety of oral and written reports in a professional manner;
- Maintain records and develop reports concerning new or ongoing programs and program effectiveness;

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- Recommend and arrange for the purchase of necessary equipment and supplies;
- Establish and maintain effective working relationships with employees, volunteers, public groups, agencies and others contacted in the course of work;
- Open and close facilities;
- Maintain safety standards and specialized safety requirements;
- Assumes responsibility for ensuring the duties of the position are performed in safe, efficient manner; and
- Performs other related duties as assigned or as situation requires.

#### **MINIMUM QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

##### **Knowledge of:**

- Equipment, software, programs and technical skills applicable to operating department;
- The basic principles and purposes of recreation programs including budgeting, purchasing, and personnel management;
- The techniques and methods of organizing group activities;
- The rules and regulations of sports activities;
- Current policies, procedures and methods necessary to plan, organize, schedule and implement department and City activities, programs and personnel;
- Budget preparation and control;
- Promotional programs and marketing methods;
- The requirements of maintaining facilities in a safe, clean and orderly condition;
- Occupational hazards and safety regulations; and
- Modern office practices and procedures.

##### **Skills:**

- Skills and equipment used in popular sports, crafts and games;
- Planning, supervising and evaluating the work of others as related to recreation programs;
- Operate equipment necessary to perform assigned duties; and
- Possess skills to word process general correspondence, spreadsheets, and reports using a personal computer and software application.

##### **Ability to:**

- Motivate volunteers and other staff involved with the various programs;
- Organize and prioritize work;
- Evaluate the measurable results of programs and services;
- Direct others in efforts aimed at achieving specified outcomes and objectives;

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- Analyze, interpret and explain department policies and procedures;
- Plan, organize, schedule and implement department and City activities and programs in a professional and technically competent manner;
- Teach recreational activities to groups and individuals of all ages;
- Enlist and support the interest and continued participation of children and adults in the recreation program;
- Establish and maintain effective working relationships with employees, public officials and groups, volunteers, media and members of the public in the course of work;
- Work outside normal working hours, making self available for late evenings, weekends, holidays and emergencies;
- Provide good customer service to the public using the Department of Parks and Recreation services;
- Maintain professionalism in attitude, attire, relationships, work product and confidentiality;
- Identify occupational hazards and develop solutions that meet safety regulations;
- Be resourceful, take initiative, be creative, be a problem solver and use ingenuity;
- Officiate youth sports programs;
- Resolve interpersonal conflicts;
- Handle confidential information with discretion;
- Understand and interpret provisions the municipal code, Memorandums of Understanding, Administrative Policies and Departmental Rules and other City Policies related to job duties;
- Review and evaluate employees' job performance;
- Effectively supervise subordinates;
- Lead, coach, instruct and motivate employees;
- Provide leadership and work instructions;
- Willingness to initiate, recommend and carry out personnel actions as required;
- Organize, prioritize, assign, schedule and delegate workload among employees;
- Speak before groups of people;
- Effectively manage workplace diversity issues in a diverse organization;
- Work necessary hours and times to accomplish goals, objectives and requires tasks;
- Effectively communicate both orally and in writing;
- Deal with all levels of employees and the public;
- Initiate and accomplish work in a timely manner;
- Assume responsibility for providing effective customer service;
- Work overtime as requested;
- Effectively handle irate customers;
- Assume responsibility for maintaining a safe working environment; and

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- Develop necessary skills from on-the-job training and meet the standards of performance or higher for the classification by the end of the probationary period.

**Education and Experience Guidelines** – *Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

A Bachelor's Degree in Recreation, Leisure Studies, Child Development or Liberal Arts or closely related field from an accredited college or university.

**Experience:**

Two (2) years of progressive experience in recreation, leisure studies, child care, education or related field with experience in staff supervision.

**License or Certificate:**

A valid California Class C Driver's License and a satisfactory driving record.

**Desirable Qualifications:**

Ability to Speak Spanish; and  
Current CPR and First Aid Certification.

**Physical Requirements:**

Must meet approved physical and pre-placement medical standards for the position.