



JURUPA
COMMUNITY SERVICES DISTRICT

Proudly serving Jurupa Valley and Eastvale

JURUPA COMMUNITY SERVICES DISTRICT
Established Date: Aug 12, 2021
Revision Date: Aug 26, 2021

Senior Recreation Coordinator

Class Code:
86

Bargaining Unit: JCSD Office Association

SALARY RANGE

\$30.72 - \$37.34 Hourly
\$5,324.92 - \$6,472.50 Monthly
\$63,899.00 - \$77,670.00 Annually

DESCRIPTION:

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, plans, develops, organizes and implements a variety of recreational classes, special events, sports programs, park, shelter & facility reservations, and other related activities; prepares and presents a variety of oral and written reports; maintains a variety of records and files; may operate and administer one or more community center facilities; and performs related work as assigned.

CLASS CHARACTERISTICS

This is an advanced coordinator-level class where incumbents plan, coordinate, and administer District recreation programs. Incumbents may be responsible for a particular group of programs (e.g., sports), or may be responsible for coordinating all of programs and activities delivered through a park and/or facility. Incumbents meet and interact with members of the community in order to accurately perceive and respond to the recreational and community service needs of community locations, groups and/or individuals. The incumbents directly supervise other part-time employees and select, assign and direct part-time Recreation Leaders and/or volunteers.

EXAMPLES OF ESSENTIAL DUTIES:

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude the position if the work is similar, related or a logical assignment to the class.

- Plans, develops and promotes recreation classes, programs, sports leagues, special events/tournaments, and other related activities based on local community needs and requests; ensures that programs/activities are provided in compliance with established plans and/or contractual agreements.
- May operate and oversee the day-to-day activities of one or more facility; ensures that facilities are clean, safe, and accessible; arranges for facility maintenance and/or repairs as needed.
- Directs and reviews programs, including but not limited to athletics and sports, child development, mature adult, and other underserved populations; and evaluates such programs for public acceptance, efficiency, and effectiveness.
- Meets with community and civic groups to explain programs; interprets parks & recreation service to the public and participates in community meetings and organizational planning.
- Recruits and hires part-time Recreation Aides & Leaders, contracted instructors, and/or volunteers for various classes; monitors classes and instructors to ensure that recreation programs meet customer service and quality standards.
- Trains, directs, and evaluates the work of assigned staff, including Recreation Aides/Leaders, contracted instructors, and/or volunteers.
- Maintains class and participant information in an automated data system; runs periodic reports as requested by management; evaluates data and notes trends; researches issues and concerns and makes recommendations for changes as appropriate.
- Prepares flyers and promotional material for programs and events.
- Researches other agencies to ensure that assigned District recreation programs are competitive in both quality and price; evaluates fees and prepares recommendations for establishment or revision.
- Maintains program and/or facility budgets, tracking revenues and expenditures, and projecting future fiscal needs.
- Schedules and maintains monthly calendars of activities.
- Attends Eastvale Parks Commission, Board of Directors, and other meetings as assigned; participates on task forces; prepares and presents agenda items as required; provides reports, statistics, and program/project updates as requested.
- Maintains forms and records; ensures that programs comply with budgetary requirements.
- Performs necessary duties and remains actively involved in industry activities/organizations to preserve National Recreation and Park Association (NRPA) accreditation through guidelines set forth by the Commission for Accreditation of Park and Recreation Agencies (CAPRA).
- Writes reports, business correspondence and procedure manuals; presents program information to, and responds to questions from, groups of managers, clients, customers

and the general public; responds to requests for information and complaints, and resolves problems.

- Performs varied general office support duties such as typing correspondence and reports, processing outgoing mail, filing, making copies, and providing general District related information.
- Performs related duties and responsibilities as required.

TYPICAL QUALIFICATIONS:

QUALIFICATIONS GUIDELINES

Knowledge of

- Modern principals, practices, and techniques associated with the planning and implementation of recreation and community service activities.
- Local community service agencies, organizations, programs and activities.
- Codes and regulations applicable to recreation work in a public agency.
- Administrative research methods and procedures.
- Basic principles of facility management.
- Techniques of making effective presentations.
- Methods of effective and organized record keeping.
- Principles of written English including proper grammar, punctuation, spelling and vocabulary.
- Safe work methods and safety regulations pertaining to recreation work.
- Basic mathematics, including addition, subtraction, multiplication and division.

Ability to

- Coordinate and oversee assigned recreation and community service activities and programs.
- Prepare a variety of reports and presentations. Research, collect, analyzes, interpret and explain information related to community service programs, activities and facilities
- Operate a computer and standard business and industry based software, including word processing, database and spreadsheet programs.
- Use mathematics as necessary to tabulate numerical data, establish accurate measurements, (e.g., distance and volume), and make flow calculations.
- Prepare a variety of complex documents and reports.
- Ensure the effective utilization of time, materials and equipment in assigned functions.
- Work independently to prioritize work and meet deadlines.
- Respond to emergency and problem situations in an effective manner.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those encountered during the course of the work.

SUPPLEMENTAL INFORMATION:

Education

Equivalent to graduation from high school required with college coursework in recreation administration, sociology, public administration or a closely related field. A Bachelor's degree in recreation or a closely related field is preferred.

Experience

Three years of experience leading recreation programs and activities in a public agency setting.

Licenses/Certificates

- Possession of a valid California driver's license, Class C or higher, is required.
- Possession of, or ability to obtain, certification from District-provided CPR/First Aid training is required.

OTHER REQUIREMENTS:

Physical Requirements

The following abilities are considered necessary to successfully perform the essential functions of this class; however, applicants who request accommodation will be considered on a case-by-case basis.

Ability to: communicate orally, in person and by telephone, in face-to-face, one-to-one, and group settings; sit for extended periods of time; have hearing and vision within normal ranges; carry, push, reach and lift repeatedly up to 20 pounds; occasionally stoop, kneel or crouch; apply sufficient manual dexterity to operate office equipment, including a computer keyboard; occasionally walk on uneven terrain and work in an outdoor environment with possible exposure to harsh weather conditions, dust, and noise.

CLASS SPEC TITLE 6:

FLSA: Non-Exempt
Range: 86
Union: JCSDOA
Reviewed: August 12, 2021