

NORTH HIGHLANDS RECREATION AND PARK DISTRICT

RECREATION COORDINATOR

DESCRIPTION:

Under general supervision, the Recreation Coordinator plans, schedules, organizes, implements, coordinates and evaluates a wide variety of recreational programs and activities; reviews the work of staff responsible for the activities; provides support during special events and other recreation programs; and performs related and other work as required.

QUALIFICATIONS:

Any combination of education and experience that provides the required knowledge, skills and abilities to perform the essential job duties of the position is qualifying. Two years of college course work in recreation or a related field is preferred. Bachelors Degree from an accredited college or university is preferred. Must possess a working knowledge of the principles, practices and procedures utilized in administering recreation programs, supervising subordinate staff and volunteers, and creating and maintaining records, reports and budgets.

ESSENTIAL FUNCTIONS:

- Recruit, hire, train, supervise and evaluate part-time staff. Conduct in-service training for staff and volunteers as required.
- Develop and distribute marketing materials to local schools and organizations for the Recreation Division.
- Put into action and direct a variety of Recreation division programs, events and activities.
- Develop and monitor program budgets. Purchase appropriate supplies, including food, equipment and supplies for assigned programs.
- Coordinate programs with maintenance and administrative staff. Complete appropriate paperwork for facility usage.
- Conflict resolution with staff, participants and spectators.

KNOWLEDGE OF:

- Youth & adult recreation programming.
- Youth & adult sports programming.
- Community special events planning.

ABILITY TO:

- Plan, organize, coordinate and direct a variety of recreation division programs and activities.
- Supervise and direct the work of subordinate personnel.
- Communicate effectively verbally and in writing.
- Use a computer and applicable software packages in the performance of division management and program functions.

LICENSES/CERTIFICATIONS REQUIRED:

- Possession of a valid California Drivers License.
- Ability to acquire CPR/First Aid Certification.
- Negative TB results within one year.
- Must be fingerprinted and pass background investigation.