

CITY OF SCOTTS VALLEY

CLASS SPECIFICATION

RECREATION COORDINATOR

JOB PURPOSE

Under general supervision, organizes, coordinates and supervises a variety of youth through adult recreation activities and programs; publicizes programs; and does related work as required. Plans, implements, promotes, and directs recreation programs and activities including special events, sports and classes.

EXAMPLES OF DUTIES

Essential Duties:

- ~ Provide on-site direction of recreation programs, facilities and activities.
- ~ Maintains control of park recreational equipment and inventory.
- ~ Assists in planning and developing future park sites and recreational programs.
- ~ Assists in preparing budget estimates for assigned programs, publicity and various reports and correspondence.
- ~ Prepare news releases, flyers, brochures and other publicity for recreation programs and events.
- ~ Organize and direct activities related to various programs.
- ~ Assist with organization and implementation of special events, sports, recreation activities and tournaments.
- ~ Assist in recruitment of special instructors and volunteers.
- ~ Meet and work with community groups to promote and explain programs.
- ~ Schedules use of recreation programs and assist with program registration.
- ~ Solicit community support and contributions.
- ~ Supervision of part-time personnel.
- ~ Operate personal computer using registration, word processing and desk top publishing programs.
- ~ Oversee tennis program.

Marginal Duties:

- ~ Under direction, may assist in supervision of aquatics program.
- ~ Performs related work as required.

EMPLOYMENT STANDARDS

Education, Experience and Licenses: Requires education, training or experience equivalent to a BA/BS degree with major course work in recreation or related field; two years of public recreation experience and possession of a valid California motor vehicle operator's license

required.

Ability to: Plan and develop recreational programs; interact courteously and effectively with staff, officials and the public; work irregular hours to accommodate public needs; follow oral and written instructions and work independently; prepare reports and publicity as required.

Knowledge of: Principles and techniques of organizing and directing a variety of recreation activities; and graphic design techniques.

CITY COUNCIL APPROVAL DATE: February 4, 1998