

CLOSING DATE: Thursday, June 9, 2016

TOWN OF YUCCA VALLEY

APRIL 2016

FLSA: NON-EXEMPT

Range 26: \$16.55-23.97/hr

Full-Time, Benefitted

RECREATION COORDINATOR

DEFINITION

Under direct supervision, plans and conducts comprehensive recreation programs, adult and youth sports, senior trips and activities, special events, recreation classes, youth programs; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from assigned supervisory staff. Exercises direct supervision over regular part-time and seasonal staff.

CLASS CHARACTERISTICS

This is a fully competent lead classification responsible for performing a variety of duties related to the activities and events of the Recreation Department.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the rights to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans and conducts community events, general programs, and facility rentals; sets up and takes down tables, chairs, and equipment for classes, activities, events, and meetings.
- Supervises and schedules established programs of play activities for children and adults.
- Organizes sports activities, and maintains discipline at indoor and outdoor recreation facilities.
- Instructs various activities, arts, crafts, games, and sports; explains the rules and techniques for activities; assists participants.
- Enforces rules, regulations, and safety precautions for municipal facilities.
- Recognizes, avoids, and reports unsafe acts, conditions, accidents and injuries.
- Performs general office duties, including basic cashiering, answering the telephone, greeting patrons, light typing, data entry, copying, and filing; prepares flyers, calendars, prepares routine reports of participation and activities; updates kiosks and telephone hotlines.
- Maintains recreational facilities, storage sites, and other work areas in a clean and orderly condition, including securing equipment and materials at the close of the workday; closes and secures buildings for events.
- Administers basic first aid as necessary.
- Assists in the encouragement of participation and good sportsmanship.
- Responds to patrons' needs for assistance or information.
- Observes safe work methods and makes appropriate use of related safety equipment as required.

- Monitors the proper and safe use of program facilities by the general public; patrols recreational facilities to ensure adherence to rules and ordinances; enforces recreational facility safety rules; interprets and applies policies, procedures, laws, codes, and regulations; assists in education about the enforcement of rules and regulations.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Town policies and procedures.
- Basic safety precautions and procedures related to recreation program area(s) and facilities, including basic first aid and adult and/or child cardiopulmonary resuscitation (CPR) methods.
- Rules, equipment, facilities, operations, and techniques used in public recreation programs.
- Standard office practices and procedures, including the use of standard office equipment, basic record keeping, arithmetic, and computer applications related to the work.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for effectively dealing with individuals of various ages, various socio-economic and ethnic groups, and effectively representing the Town in contacts with the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and Town staff.

Ability to:

- Learn to work independently while supervising facilities and user groups.
- Learn, understand, and apply facility use policies and procedures.
- Provide courteous assistance to facility patrons.
- Learn basic computer system operation to enter and retrieve data for class registration and facility reservations.
- Remain flexible and adapt as job responsibilities change.
- Handle medical emergencies and injuries in a calm and effective manner, including providing basic first aid and adult and/or child cardiopulmonary resuscitation (CPR).
- Maintain facilities and equipment in a clean, safe, and secure manner.
- Operate modern office equipment including computer equipment and software programs.
- Understand and follow oral and written instructions.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

- High School Diploma or equivalent
- Two (2) or more years of experience related to recreational activities, special functions and supervising staff.

Licenses and Certifications:

- Possession of a valid California Class C Driver's License.
- Possession of American Red Cross First Aid Certificate and CPR Certificate for infant, child, and adult.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office and/or recreational facility setting and use standard office and/or recreation equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Must possess the physical stamina to lift and move tables and chairs, arrange facilities for community events and/or meetings. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office and recreation equipment. Positions in this classification occasionally bend, stoop, kneel, reach, climb, and walk on uneven surfaces to participate in recreational activities; and push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 50 pounds.

ENVIRONMENTAL ELEMENTS

Employees may work in the field and are occasionally exposed to loud noise levels, cold and/or hot temperatures, vibration, confining workspace, chemicals, mechanical and/or electrical hazards. Incumbents may be exposed to blood and body fluids rendering First Aid and CPR and are required to wear appropriate attire for the recreation activity to which they are assigned. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

DISASTER SERVICE WORKER

All Town employees are, by State and Federal law, Disaster Service Workers. The roles and responsibilities for Disaster Service Workers are authorized by the California Emergency Services Act and are defined in the California Labor Code. In the event of a declaration of emergency, any employee of the Town may be assigned to perform activities which promote the protection of public health and safety or the preservation of lives and property. Such assignments may require service at locations, times, and under conditions that are significantly different from the normal work assignments and may continue into the recovery phase of the emergency. If a "Local Emergency" is declared during the employee's shift, the employee will be expected to remain at work due to the emergency needs of the community. If a "Local Emergency" is declared outside of the employee's shift, the employee must make every effort to contact his/her direct supervisor or department head to obtain reporting instructions as a Disaster Service Worker.