

ASSISTANT RECREATION PROGRAM COORDINATOR

DEFINITION

Under direction of Recreation Program Coordinator, plan, organize, schedule, publicize, coordinate, direct, supervise and evaluate a wide variety of activities at a Community Center and/or a park; to be responsible for physical facilities and to do related work as required.

EXAMPLES OF DUTIES

Plans, supervises and coordinates a variety of athletic, recreational, and social event programs. Coordinates facility usage by organized groups, develops recreational programs utilizing facilities of the Center(s), schedules and directs tournaments, contests and other activities; recommends extension to and improvement of the physical plant and equipment of the Center; supervises part-time staff conducting programs at the Center(s) and may supervise part-time on other parks sites; assists in recruiting, interviewing, training, supervising and evaluating part-time staff; sets up physical arrangements for groups; prepares requests for supplies and equipment; performs necessary custodial services; develops system of accountability to ensure that groups and individuals using the Center maintain high standards of cleanliness and order; prepares reports and correspondence; participates in staff meetings and conferences as needed. The Assistant Recreation Program Coordinator may participate in the budget process for the Community Center and other park sites. Other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of: The basic principles of planning, organizing, directing and controlling of recreational, athletic and social event programs; a variety of activities for pre-schoolers through senior citizens age groups; the principles of effective leadership and supervision.

Ability to: Work afternoons and evenings, split shift basis; establish and maintain the cooperation and support of the general public; assist with planning and directing effective recreation programming; interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

JOB SPECIFICATION
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Experience: A minimum of 3,700 hours paid experience in municipal or commercial recreation programs.

Education: Completion of thirty (30) semester units from college or university, with specialization in recreation, physical education, or related field. Associate of Arts Degree desirable.

License: Possession of a valid Class C California Driver's License.

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