

CITY OF DALY CITY  
JOB SPECIFICATION

APPROVED BY  
PERSONNEL BOARD: 02/08/2007  
CITY COUNCIL: 04/13/2020  
RES. NO.: 20-45

## **RECREATION SERVICES COORDINATOR**

### **DEFINITION**

Under direction of Recreation Services Supervisor, 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 Recreation Services 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.

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

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**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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