



## **CITY OF CALEXICO**

### **CLASS TITLE: COMMUNITY RECREATION COORDINATOR**

**MONTHLY: \$4,542 - \$5,521**

**RANGE: G-31**

#### **BASIC FUNCTION:**

Under the direction of the Community Services Director, plan, organize, coordinate and implement community programs and services involving recreation, leisure and senior events and activities; coordinate communications, information, marketing, safety functions and personnel to meet community recreation needs and assure smooth and efficient activities; train and evaluate the performance of assigned personnel.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Plan, organize, coordinate and implement community programs and services involving recreation, leisure and senior events and activities; establish and maintain related time lines and priorities; monitor, evaluate and adjust recreation programs and services in response to community needs; assure related activities comply with established rules, regulations, policies and procedures.

Coordinate communications, information, marketing, safety functions and personnel to meet community recreation needs and assure smooth and efficient activities; develop and implement community recreation programs, services, events, classes, projects, plans, goals, objectives and activities.

Train and evaluate the performance of assigned personnel; interview employees and recommend hires, transfers, reassignment, termination and disciplinary actions; assign employee duties and review work to assure accuracy, completeness and compliance with established standards policies and procedures; monitor staffing needs and initiate recruitment activities as appropriate.

Develop and arrange calendars and schedules for recreation events, classes and activities; arrange facility usage and coordinate event preparations; assure proper set-up of equipment and supplies; assist in assuring adequate resources to meet community recreation needs; monitor equipment and supply needs and recommend purchases as appropriate.

Coordinate and provide marketing services to enhance public awareness of community recreation programs and events; prepare and distribute promotional and informational materials such as brochures, fliers and advertisements concerning community recreation events and activities.

Monitor and evaluate community recreation programs and services for financial effectiveness and

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operational efficiency; receive and respond to administrative, staff and public input concerning community recreation needs; develop and implement policies, processes and procedures to enhance the financial effectiveness and operational efficiency of recreation programs and services. Compile information and prepare and maintain a variety of narrative and statistical records, reports and files related to community recreation programs, events, attendance, revenue, expenditures, participants, purchase orders and assigned activities.

Serve as a liaison and coordinate communications and information related to community recreation programs, events and activities between personnel, outside agencies and the public; establish and maintain contact with local business and community services.

Assist in the development and preparation of the annual preliminary budget for community recreation services and events; review and evaluate budgetary and financial data; assist in assuring expenditures comply with established limitations; oversee and participate in the collection and accounting for community recreation fees and other monies; prepare and submit bank deposits.

Communicate with City personnel and various outside organizations to exchange information, coordinate activities and programs and resolve issues or concerns.

Operate a variety of office equipment including a copier, fax machine, computer and assigned software; drive a vehicle to conduct work.

Coordinate personnel, events, programs and activities to assure safe work practices and public safety during community recreation events and activities.

Attend and conduct a variety of meetings as assigned.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Planning, organization, coordination and implementation of community programs and services involving recreation, leisure and senior events and activities.

Practices, procedures and techniques involved in the planning, scheduling, development and implementation of community events and activities.

General marketing and promotional practices, procedures and techniques.

Organization, operations, policies and objectives of community recreation activities.

Principles and practices of supervision and training.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Basic budget preparation and control.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Record-keeping and report preparation techniques.

Basic public relations techniques.

Mathematic calculations.

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**ABILITY TO:**

- Plan, organize, coordinate and implement community programs and services involving recreation, leisure and senior events and activities.
- Coordinate communications, information, marketing, safety functions and personnel to meet community recreation needs and assure smooth and efficient activities.
- Train and evaluate the performance of assigned personnel.
- Oversee the development and implementation of community recreation programs, services, classes, events, schedules, projects, plans, goals, objectives and activities.
- Develop and arrange calendars and schedules for special events, classes and activities.
- Arrange facility usage and coordinate event preparations.
- Coordinate and provide marketing services and materials to enhance public awareness of community recreation programs and events.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare and maintain a variety of narrative and statistical records and reports.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Associate degree with course work in social services, recreation, public administration or related field and two years increasingly responsible experience working with community activities or programs, social services, recreation or related services.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Indoor and outdoor work environment.
- Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

- Hearing and speaking to exchange information.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting for extended periods of time.