

ISLA VISTA RECREATION AND PARK DISTRICT

ASSISTANT RECREATION COORDINATOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties within the job.

DEFINITION

Under the direction of the Recreation Coordinator, the Assistant Recreation Coordinator is responsible for assisting with the implementation, organization and coordination of Isla Vista Recreation Programs.

DISTINGUISHING CHARACTERISTICS

This is an entry level position. This position is distinguished from the position of Recreation Coordinator by the performance of the more routine tasks related to the organization, planning and implementation of Recreation Programs.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Recreation Coordinator, Assistant general Manager and/or General manager. Exercises functional and technical supervision over Work-Study employees, interns, volunteers, contractors and vendors for events.

ESSENTIAL FUNCTIONS STATEMENT- Essential duties may be included, but are not limited to, the following:

Essential Functions:

1. Administration of recreation programs
2. Monitoring program to ensure compliance with laws, rules and regulations related to recreation related services.
3. Maintaining safe recreation area(s) and program(s).
4. Coordinate activities calendar.
5. Communicate concerns and needs of program(s).
6. Manage records, purchasing and supplies of program.
7. Supervise work-Study, intern and volunteer employees involved with recreation programs.
8. Supervise the issuance, use, care and maintenance of recreational supplies and equipment.
9. Prepare and give reports on program(s).
10. Development of new recreation programming including identifying and contacting potential sources of funding.
11. Administration, coordination and organization of sponsored and cosponsored festivals.
12. Prepare and give reports on financial and staff requirements of sponsoring and co-sponsoring festivals.
13. Soliciting, considering, and responding to public input regarding recreation facilities improvements.

14. Prepare reports and make recommendations concerning capital recreation improvements.
15. Perform recreation related duties as required.

QUALIFICATIONS

Knowledge of:

1. Operations, services and activities of recreational programs.
2. Modern principles and practices of recreational program development and implementation.
3. Pertinent Federal, State, and local laws, codes and safety regulations.
4. Recent developments, current literature and sources of information related to recreation services, planning and administration.

Ability to:

1. Oversee, direct and train lower level staff and volunteers.
2. Coordinate, direct and implement recreation programs suited to the needs of the community.
3. Elicit community and organizational support for recreation programs.
4. Learn appropriate computer skills to fulfill the essential functions of this position.
5. Observe safety hazards and react accordingly.
6. Understand how to follow oral and written instructions.
7. Communicate clearly and concisely, both orally and in writing.
8. Operate a bicycle safely.
9. Establish and maintain effective working relationships with those contacted in the course of work, including the general public.
10. Work and communicate well with children of all ages.
11. Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
 - a. Walking and standing for extended periods of time.
 - b. Operating assigned maintenance equipment.
12. Maintain effective audio-visual discrimination and perception needed for:
 - a. Making observations.
 - b. Communicating with others.
 - c. Operating assigned maintenance equipment and vehicles.

Experience and Training Guidelines

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

Experience:

Two years of responsible experience in recreation services and programming.

Training:

Related coursework in recreation administration, physical education, or a related field.

License or Certificate

Possession of, or ability to obtain, and appropriate, valid class "C" drivers license and a CPR certificate.

WORKING CONDITIONS

Environmental Conditions:

Office/field environment; exposure to inclement weather conditions, work closely with others.

Physical Conditions:

Positions in this class require frequent lifting/carrying objects weighing up to 25 pounds, and occasionally weighing up to 50 pounds, stooping, kneeling, crouching and crawling to work close to the ground; handling and reaching, using tools and equipment. Ability to remain free from infection of Tuberculosis.

CAREER PATH

Assistant Recreation Coordinator

Recreation Coordinator

Assistant General Manager

General Manager