

**ISLA VISTA RECREATION AND PARK DISTRICT  
RECREATION COORDINATOR**

(This position is full time and has a regular schedule of 40 hours per week)

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 General Manager and/or Assistant General Manager, the Recreation Coordinator is responsible to implement, organize and coordinate Isla Vista Recreation programs.

**DISTINGUISHING CHARACTERISTICS**

This is a journey level position. This classification is directly responsible for the organization, planning and implementation of Recreation Programs as distinguished from the Recreation Assistant by the performance of more routine tasks related to the organization, planning and implementation of Recreation Programs.

**SUPERVISION RECEIVED AND EXERCISED**

Received direction from the General Manager, Assistant General Manager and/or Executive Assistant in the absence of the General Manager and/or Assistant General manager. Exercise functional and technical supervision over the Assistant Recreation Coordinator, volunteers, contractors and vendors for the event.

**ESSENTIAL FUNCTIONS STATEMENT** – Essential duties may include, but are not limited to, the following:

**Essential Functions:**

1. Administration of Recreation Programs
2. Monitor program to ensure compliance with laws, rules and regulations related to recreation related services.
3. Research recreational programming opportunities; prepare cost estimates.
4. Maintain Safe Recreation area(s) and program(s).
5. Develop and coordinate activities calendar.
6. Communicate concerns and needs of program(s).
7. Manage records, purchasing, and supplies of program.
8. Supervise Work-Study, intern, and volunteer employees.
9. Supervise the issuance, use, care, and maintenance of recreational supplies and equipment.
10. Maintain awareness in new developments in the fields of recreation; incorporate new developments as appropriate.
11. Prepare and file reports on program(s) to the General Manager.
12. Solicit, consider and respond to input from other recreation agencies and public members.

13. Development of new recreation programming including identifying and contacting potential sources of funding.
14. Administration, coordination and organization of sponsored and co-sponsored festivals.
15. Prepare and give reports on financial and staff requirements of sponsoring and cosponsoring festivals.
16. Solicit, consider and respond to public input regarding recreation facilities improvements.
17. Prepare reports and make recommendations concerning capital recreation improvements.
18. Works and communicates well with children of all ages.
19. 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 the position.
5. Observe safety hazards and react accordingly.
6. Understand and follow written and oral instructions.
7. Meet deadlines in a timely manner.
8. Communicate clearly and concisely, both orally and in writing.
9. Communicate orally clearly and concisely in Spanish.
10. Operate a bicycle safely.
11. Establish and maintain effective working relationships with those contacted in the course of work, including the general public and children.
12. 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 equipment.
13. Maintain effective audio-visual discrimination and perception needed for:
  - a. Making observations.
  - b. Communicating with others.

- c. Operating assigned equipment and vehicles.

**Experience and Training Guidelines**

Nay 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 or education.

**Training:**

Associate degree from an accredited college or university with major work in recreation administration, physical education, or a related field.

**License or Certificate:**

Possession of, or ability to obtain, and appropriate, valid "C" class driver's license and CPR certificate.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office/field environment; exposure to inclement weather conditions, working 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**

Grounds Worker II

Grounds Manager

Assistant General Manager

General Manager