



City of Pacific Grove  
Established Date: 12/18/2013  
Revision Date: 4/7/16

## RECREATION COORDINATOR

**SUMMARY:** Under general supervision, manages and coordinates the functions and staff of assigned recreation programs, recreation facilities, sports and aquatic programs, youth programs, and special events; monitors programs, and verifies safe and appropriate recreation programs are provided for the community.

**ESSENTIAL FUNCTIONS:** -- *As defined under the Americans with Disabilities Act, essential functions may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Manages and coordinates assigned recreation programs and facilities to meet community needs, including sports, exercise, recreation, youth programs and educational activities, special events, social activities, and facilities rentals; monitors activities for compliance with policies and regulations; duties will vary according to job assignment.
- Supervises and trains staff; prepares work schedules, assigns tasks, monitors work, and meets regularly with team members to discuss and resolve workload and training issues.
- Assists with administrative activities, including data entry, expenditures, revenue, and program reporting; maintains inventory of supplies and materials.
- Plans and coordinates special events and holiday activities, and coordinates setup and cleanup of special equipment and furniture.
- Coordinates, markets, advertises, and organizes recreation program activities and special events.
- Maintains recreation facilities and equipment in clean and safe condition, and in compliance with City policies, procedures, and regulations.
- Supervises program guests and activities, and enforces rules, regulations, and safety precautions in municipal facilities; assures programs are delivered in a safe environment.
- Maintains discipline at indoor and outdoor recreation facilities.
- May instruct various arts, crafts, games, and sports, explaining the rules and techniques.
- Maintains attendance and participant records; registers citizens for classes and special events.
- Plans and manages resource allocations; collects and reports operational and financial data.
- Provides information, instructions, and assistance to the public; assists customers with requests, program participation, applications, and other documents.
- Supports the relationship between the City of Pacific Grove and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

### MINIMUM QUALIFICATIONS:

#### **Education, Training and Experience Guidelines:**

High school diploma or equivalent and one year experience in a recreation program required OR an equivalent combination of education, training, and experience. Six (6) or more units in Early Childhood Education and recreation program supervision desirable.

**Knowledge of:**

- City policies and procedures.
- Federal, State and local laws, policies, rules, and regulations governing the conduct and safety of public recreational facilities and programs.
- Rules for athletic games and sporting competitions.
- Legal liabilities and responsibilities for recreation services staff.
- Local community resources and regional community services programs.
- Record keeping and file maintenance principles and procedures.

**Skill in:**

- Evaluating program results and participation measures.
- Interpreting and explaining City policies and procedures.
- Monitoring operations and assuring recreation programs are operating properly and safely.
- Developing recommendations for improvements of recreation programs and facilities.
- Supervising staff, and delegating tasks and authority.
- Assessing and prioritizing multiple tasks, projects and demands.
- Promoting and enforcing safe work practices.
- Establishing and maintaining cooperative working relationships with employees and the general public.
- Operating a personal computer utilizing a variety of business software.
- Communicating effectively verbally and in writing.

**LICENSE AND CERTIFICATION REQUIREMENTS:**

A valid California State Driver's License is required. American Red Cross Standard First Aid Certificate or equivalent may be required for some job assignments. Current Lifeguard Certificate and current CPR for Professional Certificate may be required for some job assignments. Successful candidates must be fingerprinted and receive satisfactory clearance from the Department of Justice.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed at City recreation facilities and venues.