

## CITY OF CARSON

**Title:** ASSISTANT RECREATION COORDINATOR

**Job Summary:**

Under general supervision, assists in the performance of specialized professional work in recreation programs; and to perform related duties as required.

**Essential Duties and Responsibilities:**

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Plans, organizes, and coordinates recreational activities in specialized areas such as park programs, therapeutic recreation, community events, fine arts, boys, girls, and adult sports, teen, pre-school, or senior citizen programs.
2. Reports on public response to existing programs, including information regarding attendance, schedules, expenditures, utilization of supplies and equipment.
3. Processes and maintains records of permits.
4. Recommends new recreation programs.
5. Enforces rules and regulations to assure the safety and welfare of participants.
6. Assists in budget preparation and monitors recreation budget expenditures in specified areas.
7. Drafts promotional materials, correspondence, and reports.
8. Supervises, trains, and evaluates personnel.
9. Provides information to and consults with the public.
10. Performs related duties as required.

**Qualification Guidelines:**

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

**Education and Experience:**

Any combination equivalent to two (2) years of college level courses in recreation of related field and one year of experience in recreation.

**Knowledge of:**

- Methods and techniques of developing and organizing group recreational activities.
- Rules, practices, and equipment used in specialized recreation activities.
- Principles of supervision and training.
- Budgeting principles and practices.

**Skill and Ability to:**

- . Implement specialized recreational activities and evaluate community needs.
- . Work week-ends and irregular hours.
- . Communicate effectively in writing and orally.
- . Meet approved minimal physical and medical standards.
- . Establish and maintain effective working relationships with others.

**License and Certificate:**

Possession of a valid California Class III driver's license and must be insurable by the City's insurance carrier.

**Physical Requirements and Working Conditions:**

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- . Require the mobility to stand, stoop, reach and bend.
- . Require the ability to stand for long periods.
- . Require the ability to walk long distances.
- . Perform lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- . May be required to work in inclement weather without effective protection from sun, cold and rain.
- . May be required to work around loud noise.
- . May be required to use personal vehicle in the course of employment.
- . May be required to attend periodic evening meetings and/or to travel within and out of District boundaries to attend meetings.
- . May be required to work evenings or weekends.