

## CITY OF CARSON

**Title:** RECREATION COORDINATOR

**Job Summary:**

Under general supervision, to perform specialized professional work in recreation.

**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, aquatics, community events, fine arts, boy, 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. Recommends new recreation programs.
4. Enforces rules and regulations to assure the safety and welfare of participants.
5. Assists in budget preparation and monitors recreation budget expenditures in specified areas.
6. Drafts promotional materials, correspondence and reports.
7. Supervises, trains, and evaluates personnel.
8. Provides information to and consults with the public.
9. 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 graduation from a community college with a degree in recreation or related field and approximately two (2) years of paid experience in the required specialty or related field.

**Knowledge of:**

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

**Skill and Ability to:**

- . Implement specialized recreational activities and evaluate community needs.
- . Work weekends and irregular hours.
- . Communicate effectively in writing and orally.
- . Meet approved minimal physical and medical standards.
- . Establish and maintain effective working relationship 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 mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- . 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 effect protection from sun, cold and rain.
- . May be required to work evenings or weekends.