



# Town of Moraga Recreation Coordinator I

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specification ***may not include all*** duties performed by individuals within a classification. In addition, specifications are intended to outline the ***minimum*** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

**Established: June 2015**

## **DEFINITION:**

Under general supervision, the Recreation Coordinator I assists with planning, organizing and coordinating one or more programs within the Parks and Recreation Department. Programs may include, but are not limited to recreation, services, facilities, special events, and classes; performs a variety of administrative tasks in support of department operations; performs related duties and other work as required.

## **DISTINGUISHING CHARACTERISTICS:**

The Recreation Coordinator I is the entry-level class within the Recreation Coordinator series and is distinguished from the II level by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters allocated to the II level. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

## **SUPERVISION RECEIVED/EXERCISED:**

This position receives general supervision from the Parks and Recreation Director and technical supervision from the Recreation Coordinator II.

## **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Provides administrative assistance in support of the Parks and Recreation Director and department programs and activities.
- Plans and coordinates assigned recreation programs which may include special events, senior citizen programs, youth and adult services, and contract classes sponsored by the Town.
- Professionally greets the public at the counter, on the phone, and via e-mail; directs calls or takes messages for the appropriate parties, gives referrals to other agencies and answers routine questions regarding services offered by the Town.
- Participates in the selection of part-time staff, contract instructors, and volunteers; provides and coordinates training; oversees work activities and performance and makes related recommendations.
- Assists with the creation and implementation of marketing materials for specific programs and services; promotes and markets a variety of existing and new recreation services.

- Serves as staff liaison to outside social and service clubs.
- Plans, schedules and coordinates Town wide special events.
- Works closely with prospective renters in booking and planning for their event at the Hacienda; receives and responds to renter questions and concerns; processes paperwork, ensuring compliance with Town requirements.
- Assists in the planning of program content and development of calendars.
- Prepares invoices for deposit refunds for park rentals and events.
- Composes, types and prepares a variety of correspondence as needed.
- Enforces safety and operating procedures and provides for the maintenance and accessibility needs.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

**PHYSICAL AND MENTAL STANDARDS NEEDED FOR ESSENTIAL JOB FUNCTIONS:**

**Physical:** Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in keeping records and preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents and acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and equipment weighing 25 pounds or more is also required. The incumbent may be exposed to fumes, dust and air contaminants. Additionally, the incumbent in this position may work outdoors in all weather conditions, including wet, hot and cold.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**Mental:** While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve complex problems; use math and mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions; and interact with other staff, officials and the public.

**QUALIFICATIONS:** *(minimal qualifications necessary for entry into the classification)*

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

**Education:** Sixty (60) units of college level coursework in recreation, public administration, marketing or related areas. Two (2) years of additional qualifying experience may be substituted for thirty (30) college units.

**Experience:** Three (3) years of work experience preferably in a customer service-oriented environment. Professional experience in a municipal agency desired, but not required. Professional experience in recreation or related field is also highly desired.

**License/Certificate:** Possession of, or ability to obtain, a valid California driver's license (Class C) and a satisfactory driving record are conditions of initial and continued employment. Must be able to obtain a Class B license upon hire and maintain a Commercial Class B, passenger endorsement throughout employment.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

### **Knowledge of:**

- Basic principles and practices of recreation program development and service delivery.
- Recreational, educational and social needs of a wide variety of age groups and special populations.
- Principles and practices of organizing groups, programs and services in a recreation environment.
- Basic principles of mathematics.
- Standard office procedures, practices and equipment.
- Modern office practices, methods and equipment, including a computer and applicable software.
- Methods and techniques for record keeping and report preparation and writing.
- Proper English, spelling and grammar.
- Occupational hazards and standard safety practices.

### **Skill to:**

- Operate standard recreation and sports tools and equipment.
- Operate an office computer and a variety of word processing and software applications.

### **Ability to:**

- Learn to plan, organize, and coordinate a variety of recreation programs as assigned.
- Learn to market recreation programs to identified groups.
- Learn to manage operations of a variety of recreation facilities.
- Interpret and explain pertinent Town and department policies and procedures.
- Promote and enforce safe work practices and ensure facility and equipment safety.
- Maintain accurate records with strong attention to detail, and the ability to handle and prioritize multiple tasks.
- Coordinate and manage multiple projects.
- Function effectively under general supervision.
- Work some evenings, weekends and/or holidays as needed.
- Effectively and clearly communicate, both orally and in writing
- Develop and maintain effective working relationships with staff, officials, residents, and the general public.
- Represent the Town in contacts with government agencies, community groups, the business community, professional or regulatory organizations and the public.
- Analyze data and prepare written reports.
- Receive direction and follow oral and written instructions.

***\*The employer will make reasonable accommodation in compliance with the Americans With Disabilities Act of 1990.***