



Town of Moraga Recreation Coordinator II

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 direction, the Recreation Coordinator II coordinates, organizes, implements and supervises assigned areas of one or more programs within the Parks and Recreation Department. Programs may include, but are not limited to recreation, services, facilities, special events, classes and youth committee projects and programs; assists in developing schedules, registration processes and fees for recreation services and facility rentals; conducts outreach and marketing activities with users, donors, sponsors and community groups; performs related duties and other work as required.

DISTINGUISHING CHARACTERISTICS:

The Recreation Coordinator II is the journey-level class within the Recreation Coordinator series and is distinguished from the I level by the ability to perform the full range of duties assigned with only occasional instruction or assistance as unusual or unique situations arise. Positions are responsible for coordinating and assisting with the administration of recreation activities, services, facilities, special events, classes and related activities. This classification is distinguished from the next higher level of Parks and Recreation Director in that the latter has responsibility for overseeing an entire Department.

SUPERVISION RECEIVED/EXERCISED:

This position receives general supervision from the Parks and Recreation Director, and provides technical supervision to the Recreation Coordinator I and assists in hiring, supervising and coordinating the work of seasonal and part-time recreation staff.

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

- Plans, organizes, and coordinates one or more Town recreation programs, such as the Facilities Rental, youth programs, community special events, classes and seasonal programs designed to provide recreation services to a wide variety of age groups and special populations.
- Schedules, plans and directs activities and events associated with assigned recreation program areas; promotes assigned program area.
- 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.
- Provides input to program and department budget recommendations; monitors and controls expenditures; completes purchase requests and makes purchases.
 - Assists with the creation and implementation of marketing plans for specific programs and services; promotes and markets a variety of existing and new recreation services.
 - Supervises the use and scheduling of recreation facilities.
 - Prepares a variety of financial and statistical reports related to program attendance and revenues; compiles and analyzes trends; prepares other reports and administrative materials.
 - Assists in the planning of program content; develops calendars and determines facility locations for classes and activities; reviews plans with the Director.
 - Creates promotional program flyers, brochures, activity guides, and newsletters including determining content, layout, and distribution methods; coordinates with designers for the production of materials.
 - Assists in the organization, implementation and evaluation of rules and procedures; may collect fees at off-site program locations.
 - Provides staff support to Moraga Youth Involvement Committee; coordinates and facilitates meetings.
 - Assists with training and supervising lower-level staff, including overseeing and communicating with instructors of various classes offered through the Parks and Recreation Department and negotiating and processing instructor contracts and evaluating classes and instructors.
 - Oversees rental and registration activities and ensures accurate record keeping; attends to facility user needs and requirements including permits and equipment; coordinates the work of staff from other departments in setting up facilities for rental events.
 - Receives and responds to inquiries and complaints from participants; responds to public inquiries about assigned projects and programs made by telephone, correspondence or during public meetings; ensures excellent customer service is given at the Town's rental facilities recreation sites and in various recreation programs offered by the Parks and Recreation Department.
 - Communicates with program leaders and instructors and handles program cancellation and rescheduling; develops program schedules; attends various meetings.
 - Enforces safety and operating procedures and provides for the maintenance and accessibility needs; oversees contract with outside service providers for the maintenance and upkeep of Town facilities.
 - 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: Four (4) years of full-time equivalent experience in community work, including experience in a responsible leadership capacity.

License/Certificate: Possession of, or ability to obtain, a valid class C California driver's.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Modern principles, practices and philosophies of recreation program development, service delivery and recreation facilities management.
- Principles and practices of organizing groups, programs and services in a recreation environment.
- Appropriate behaviors of youth and how to gain cooperation.
- Principles and practices of facilities management and rental.
- Principles for marketing and advertising.
- Counseling and working with youth.
- Methods and techniques of supervising volunteers.
- Basic principles of mathematics.
- Applicable federal, state and local laws, codes and regulations.
- Methods and techniques of scheduling work assignments.
- 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:

- Plan, organize and coordinate recreation activities and facilities rental to suit the needs of the community.
- Effectively assess the needs of the community and develop and implement a variety of recreation programs that meet those needs.
- Independently manage operations of a variety of recreation facilities.
- Develop a wide variety of promotional and marketing materials.
- Develop youth programs and ways to involve youth in activities.
- Work flexible hours, including evenings.
- Analyze assigned programs and develop and recommend appropriate responses.
- Develop rental agreements and ensure conditions of the agreement are implemented.
- Learn more complex principles, practices, techniques and regulations pertaining to assigned duties.
- Perform mathematical calculations quickly and accurately.
- Interpret, explain and apply applicable laws, codes and regulations.
- Read, interpret and record data accurately.
- Organize, prioritize and follow-up on work assignments.
- Work independently and as part of a team.
- Make sound decisions within established guidelines.
- Analyze a complex issue, and develop and implement an appropriate response.
- Follow written and oral directions.
- Observe safety principles and work in a safe manner.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships.

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