

**TOWN OF SAN ANSELMO**  
**RECREATION COORDINATOR I/**  
**RECREATION COORDINATOR II**

**DEFINITION**

To implement recreation programs, activities, and services in a specified area, such as sports or recreation programming or in support of a Town-wide program; and to perform a variety of technical tasks related to program responsibilities.

**DISTINGUISHING CHARACTERISTICS**

**RECREATION COORDINATOR I** - This is the entry-level class in the Recreation Coordinator series. This class is distinguished from the journey 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 journey level. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees work under immediate supervision while learning to take on the more routine job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

**RECREATION COORDINATOR II** - This is the full journey level class within the Recreation Coordinator series. This class is distinguished from the Recreation Coordinator I by the assignment of the full range of duties assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and they are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the entry level.

**SUPERVISION RECEIVED AND EXERCISED**

**Recreation Coordinator I**

Receives direct supervision from the Recreation Director with functional supervision from the Recreation Supervisor. Oversees activities of volunteers, monitors performance of independent contractors, and organizes and directs the work of seasonal or part-time staff as appropriate.

**Recreation Coordinator II**

Receives general supervision from the Recreation Director with functional supervision from the Recreation Supervisor. Oversees activities of volunteers, monitors performance of independent contractors, and organizes and directs the work of seasonal or part-time staff as appropriate.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

*Depending upon assignment, duties may include, but are not limited to, the following:*

Implement recreation activities and other related programs; schedule use of facilities, including athletic facilities, as appropriate; organize, schedule and lead recreation programs in areas of assignment; plan and implement special events and activities including rips, dinners, and meetings.

Promote and coordinate assigned activities, including preparing program marketing materials such as news releases, flyers, schedules of events, and pamphlets; and preparing appropriate materials for quarterly department catalog.

Recruit, organize, and monitor volunteers and independent contractor-instructors, and organize and direct the work of seasonal or part-time staff as appropriate.

Provide information related to assigned programs for the purpose of evaluating effectiveness and recommendations for improvements or modifications; help conduct research and surveys regarding recreation issues, techniques, programs, and equipment; recommend new activities, programs, and services.

Provide input and submit budget requests during the preparation and administration of recreation program budget for assigned area; requisition services, supplies, materials and equipment.

Promote Town recreation programs in the community; respond to inquiries and concerns regarding recreation activities; research and resolve conflicts within scope of responsibility.

Maintain logs, files and other record keeping systems; gather and monitor information and prepare periodic statistical, financial, and operational reports.

Build and maintain positive working relationships with co-workers, other Town employees, and the public using principles of good customer service.

**OTHER DUTIES**

Provide staff support to assigned Town committees/commissions and, as needed, report on programs, activities, and issues relevant to area of assignment.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS**

**Recreation Coordinator I**

**Knowledge of:**

Principles and procedures characteristic of a municipal government recreation program.

**License or Certificate**

Possession of, or ability to obtain, a valid Cardiopulmonary Resuscitation (CPR) Certificate and a valid First Aid Certificate as issued by an organization such as the American Red Cross. (Must obtain within two months of appointment.)

May need to possess a valid California Class C driver's license as required by the position.

Ability to meet legislative and regulatory requirements relative to working with minors under the age of 18.

**Recreation Coordinator II**

*In addition to the qualifications for Recreation Coordinator I:*

**Knowledge of:**

Principles, practices, and methods of needs assessment and program evaluation.

Statistical and research methods as applied to evaluation of recreation programs.

Pertinent local, State and Federal laws, ordinances and rules.

**Ability to:**

Organize, schedule and lead recreation programs and activities.

Understand the organization and operations of the Town and the Recreation Department as necessary to perform responsibilities.

**EXPERIENCE AND EDUCATION**

*Any combination of 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:*

**Experience:**

Two years of responsible professional level experience performing duties similar to those of a Recreation Coordinator I in the Town of San Anselmo.

**Education:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in recreation administration, leisure services, physical education, business administration, public administration or related field.

Basic principles of supervision, including motivational techniques as applied to working with volunteers.

Basic principles of contract administration as applied to working with independent contractor-instructors.

Recent developments, current literature and information related to recreation program administration.

Principles and practices of workplace and recreation safety.

Modern office equipment, including computers and software such as word processing, spreadsheets, and data base applications.

Record keeping practices.

**Ability to:**

With direction from the Recreation Director, organize, schedule and lead recreation programs and activities.

Oversee and monitor activities of volunteers and independent contractor-instructors; and organize and direct the work of seasonal or part-time staff.

Use a computer and a variety of other office machines.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

**EXPERIENCE AND EDUCATION:**

*Any combination of 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:*

**Experience:**

One year of responsible professional level experience in recreation or leisure services programming, or related field is desirable.

**Education:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in recreation administration, leisure services, physical education, business administration, public administration or related field.

**License or Certificate**

Possession of, or ability to obtain, a valid Cardiopulmonary Resuscitation (CPR) Certificate and a valid First Aid Certificate as issued by an organization such as the American Red Cross. (Must obtain within two months of appointment.)

May need to possess a valid California Class C driver's license as required by the position.

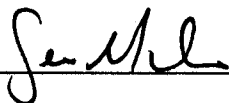
Ability to meet legislative and regulatory requirements relative to working with minors under the age of 18.

**SPECIAL REQUIREMENTS:**

***Essential duties require the following physical skills and work environment:***

On an intermittent basis, sit at a desk for long periods of time; use telephone and write or use a keyboard to communicate through written means; stand, work, and bend while involved in some recreation program activities; squat, climb, kneel, and twist intermittently if setting up or participating in sports program activities; perform simple grasping and fine manipulation; and exert moderate amount of physical effort involving lifting and moving of recreation supplies and equipment.

Date: Dec 14, 2001

Approved: 

*Revised: December 2001*