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Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: RECREATION SERVICES COORDINATOR

DEFINITION

Under general supervision, to plan, organize, lead, and conduct the recreational program or community services of a community area or center; to provide responsible and technical staff assistance; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is an entry/journey class in the professional recreation series. Positions in this class work under general supervision in accordance with established schedules and standards exercising independent judgment in solving problems. Incumbents are expected to assume full responsibility for the recreational programming at center or to coordinate a community service program. This responsibility usually involves the selection, training, supervision, and evaluation of subordinates, and budget preparation and administration.

REPORTS TO: Recreation Supervisor

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Recreation Supervisor. May exercises general supervision over lower level recreation personnel.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Plan, organize, supervise, lead and participate in a recreation program for a neighborhood center or a community service program.
- Assist in the direction of a recreational activity for a community area, either in a recreational center or for an area program.
- Participate in program planning meetings and assist in developing program and activity plans and reviewing current programs.
- Organize athletic, craft, social and instructional activities.
- Supervise and participate in various games and sporting events.
- Develop participant interest and enthusiasm.
- Supervise the use and care of recreational equipment and buildings
- Prepare recreation club records of membership and participation.
- Plan and conduct group tours and outings.
- Requisition recreational supplies and materials, maintain an inventory, and control their use.
- Supervise, train and evaluate subordinates.

Additionally, when assigned to Project Bridge:

- Coordinate and facilitate the implementation of the youth gang violence reduction program.
- Facilitate agreements between agencies relative to delivery of programs and services.
- Identify barriers to service and work with individual organizations and agencies to improve service delivery to at-risk or gang involved youth.
- Develop and maintain working relationships between public agencies, non-profit organizations and the community.
- Identify and ensure articulation of community services with the youth outreach efforts.
- Evaluate programs and services to determine if goals and objectives are being met.
- Establish a vision and advocate for the institutionalizing of those strategies found to be successful in reducing gang violence.

QUALIFICATIONS

Knowledge of:

- Principles of supervision, training, performance evaluation, and budgeting.
- Modern methods, techniques, principles and procedures used in the development, maintenance and administration of special programs.
- First aid practices and techniques.
- Personal computer operation and software applications.
- Principles and practices of organizing and conducting public recreation programs.
- Recordkeeping and reporting procedures.
- Instructional techniques and methods for recreation programs for a variety of interests and abilities.
- Community structures and processes; individual and group dynamics.

Additionally, when assigned to Project Bridge:

- Individual and group dynamics including volunteers and community based organizations.
- Health, education and social needs of at-risk and gang involved youth.

Ability to:

- Plan, organize, lead and direct individuals and groups and participate in recreational and social activities within a flexible work schedule.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Adhere to program standards and objectives.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, orally and in writing.
- Prepare and maintain a variety of records and reports.

- Meet and deal tactfully with the public.
- Select, train, supervise, and evaluate subordinates.
- Solve disciplinary problems effectively.
- Operate personal computer and applicable software applications.

Additionally, when assigned to Project Bridge:

- Plan, organize, coordinate and direct the implementation of special programs and services suited to the needs of at-risk and gang involved youth.
- Work effectively with diverse, multi-cultural, business, educational and religious groups.

Education and Experience:

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:

Education: Equivalent to an Associate's Degree from an accredited college with major work in recreation or a closely related field.

Experience: One year of experience in group recreational activity leadership.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENTS

Possession of, or ability to obtain, a valid Class "C" California Motor Vehicle Operator=s License.

CAREER ADVANCEMENT OPPORTUNITIES

From: Recreation Services Coordinator

To: Recreation Supervisor