

**CITY OF HUNTINGTON PARK**  
**CLASS SPECIFICATION**

**RECREATION COORDINATOR – (Cultural Arts/Sports)**

Civil Service Status: Open Competitive	Bargaining Unit: Non-Represented Employees
Probationary Period: One Year	Approved by City Council: 6-1-09
Classification Series: Parks and Recreation	Resolution No.: 2009-73
FLSA Status: Non-Exempt	

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**DEFINITION**

Under general direction of the Recreation Supervisor, this professional position plans, organizes and supervises public recreation activities and programs at such various locations such as park buildings, playgrounds, athletic fields and/or and perform other related work as required.

**EXAMPLE OF DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Develop, supervise and conduct Recreation Programs, such as vacation and special holiday recreation programs for children, youth and adults;
- Supervise and assist assigned employees;
- Plan, organize and coordinate activities including, but not limited to, adult and youth sports programs, skate park and special events;
- Submit reports and evaluations of special events;
- Coordinate, promote, implement and evaluate recreation activities, as assigned;
- Schedule, organize, coordinate and implement year-round recreational programs and cultural arts activities, such as contract classes, cultural arts, tiny-tot programs, after-school playgrounds, and special sports programs or events;
- Prepare or coordinate the development of event publicity, including news releases, flyers, pamphlets and brochures;
- Supervise, evaluate, train, and discipline assigned staff, part-time staff, volunteers and contract employees;
- Schedule working hours for part-time recreation staff;
- Plan, direct, coordinate and schedule recreation staff work schedules;
- Prioritize, schedule, assign and outline work assignments;
- Monitor service delivery of programs and projects;
- May collect fees and register patrons for programs and activities;
- Interpret contracts, facility policies, rules and procedures to prospective users and assures their enforcement;
- Serve on committees within the City and in professional job-related organizations;
- Represent the City and/or department at meetings, seminars, workshops and conferences;
- Participate in the development of the annual budget for a recreation activity or group of activities;
- Research, prepare and present a variety of oral and written reports in a professional manner;
- Maintain records and develop reports concerning new or ongoing programs and program effectiveness;

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- Recommend and arrange for the purchase of necessary equipment and supplies;
- Establish and maintain effective working relationships with employees, volunteers, public groups, agencies and others contacted in the course of work;
- Open and close facilities;
- Maintain safety standards and specialized safety requirements;
- Assumes responsibility for ensuring the duties of the position are performed in safe, efficient manner;
- Performs other related duties as assigned or as situation requires;

**MINIMUM QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Equipment, software, programs and technical skills applicable to operating department;
- The basic principles and purposes of recreation programs including budgeting, purchasing, and personnel management;
- The techniques and methods of organizing group activities;
- The rules and regulations of sports activities;
- Current policies, procedures and methods necessary to plan, organize, schedule and implement department and City activities, programs and personnel;
- Budget preparation and control;
- Promotional programs and marketing methods;
- The requirements of maintaining facilities in a safe, clean and orderly condition;
- Occupational hazards and safety regulations;
- Modern office practices and procedures;

**Skills:**

- Skills and equipment used in popular sports, crafts and games;
- Planning, supervising and evaluating the work of others as related to recreation programs;
- Operate equipment necessary to perform assigned duties;
- Possess skills to word process general correspondence, spread sheets, and reports using a personal computer and software application;

**Ability to:**

- Motivating volunteers and other staff involved with the various programs;
- Organizing and prioritizing work;
- Evaluate the measurable results of programs and services;
- Direct others in efforts aimed at achieving specified outcomes and objectives;

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- Analyze, interpret and explain department policies and procedures;
- Plan, organize, schedule and implement department and City activities and programs in a professional and technically competent manner;
- Teach recreational activities to groups and individuals of all ages.;
- Enlist and support the interest and continued participation of children and adults in the recreation program;
- Establish and maintain effective working relationships with employees, public officials and groups, volunteers, media and members of the public contact in the course of work;
- Work outside normal working hours, making self available for late evenings, weekends, holidays and emergencies;
- Provide good customer service to the public using the Department of Parks and Recreation services;
- Maintain professionalism in attitude, attire, relationships, work product and confidentiality;
- Identify occupational hazards and develop solutions that meet safety regulations;
- Be resourceful, take initiative, be creative, be a problem solver and use ingenuity;
- Provide own transportation to various work sites;
- Officiate youth sports programs;
- Resolve interpersonal conflicts;
- Handle confidential information with discretion;
- Understand and interpret provisions the municipal code, MOU's Administrative Policies and Departmental Rules and other City Policies related to job duties;
- Review and evaluate employee's job performance;
- Effectively supervise subordinates;
- Lead, coach, instruct and motivate employees;
- Provide leadership and work instructions;
- Willingness to initiate, recommend and carry out personnel actions as required;
- Organize, prioritize, assign, schedule and delegate workload among employees;
- Speak before groups of people;
- Effectively manage workplace diversity issues in a diverse organization;
- Work necessary hours and times to accomplish goals, objectives and requires tasks;
- Effectively communicate both orally and in writing;
- Deal with all levels of employees and the public;
- Initiate and accomplish work in a timely manner;
- Assume responsibility for providing effective customer service;
- Work overtime as requested;
- Effectively handle irate customers;
- Assume responsibility for maintaining a safe working environment;

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- Develop necessary skills from on-the job training and meet the standards of performance or higher for the classification by the end of the probationary period;

**Education and Experience Guidelines** – *Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

A Bachelor’s Degree in Recreation, Leisure Studies, Child Development or Liberal Arts or closely related field from an accredited college or university.

**Experience:**

Two (2) years of progressive experience in recreation, leisure studies, child care, education or related field with experience in staff supervision.

**License or Certificate:**

A valid California Class C Driver’s License and a satisfactory driving record.

**Desirable Qualifications:**

Ability to Speak Spanish;  
Current CPR and First Aid Certification;

**Physical Requirements:**

Must meet approved physical and pre-placement medical standards for the position.