



CITY OF TUSTIN
300 Centennial Way
Tustin, CA 92780

<http://www.tustinca.org/departments/hr>

Invites applications for the position of:
RECREATION COORDINATOR

An Equal Opportunity Employer

SALARY

\$4,766.68 - \$6,111.61 Monthly

OPENING DATE: 04/24/18

CLOSING DATE: 05/11/18 05:00 PM

DESCRIPTION:

Under general supervision, plans, supervises, and participates in recreation programs, activities, and special events for children and adults. **The current vacancy will focus on contract classes and the quarterly recreation brochure.**

DISTINGUISHING CHARACTERISTICS:

The Recreation Coordinator coordinates and supervises specific programs, activities, and special events in an assigned recreation section. Assignments may include oversight of youth sports, adult sports, special events and programs for seniors, youth and family services, and contract classes. This classification is differentiated from the Recreation Program Assistants and Recreation Leaders by its supervisory role and program planning and evaluation activities. The Recreation Coordinator is distinguished from the Recreation Supervisor, which has broader responsibility for managing the various programs of an assigned division and has a larger span of control over full-time and part-time staff.

SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision from a Recreation Supervisor.

Provides direct supervision to Recreation Program Assistants and Recreation Leaders.

SELECTION PROCESS:

Application materials will be carefully reviewed to identify those candidates who meet the minimum qualifications for this position. Individuals who are best qualified will be invited to participate in a panel interview. **Interviews are tentatively scheduled for the week of May 28, 2018.** All candidates who pass the panel interview will earn placement on the eligible list, which may be used for current and future vacancies in the job classification.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Coordinates the provision of recreation classes by contract instructors
- Directs the production of the quarterly recreation brochure

- Oversees the customer service front counter operation to include class registrations and facility reservations
- Assists in the training and implementation of the new recreation software system
- Plans and organizes recreation, leisure, and human services programs; coordinates special events on a City-wide basis; develops new program ideas, goals, and objectives
- Schedules programs, special events, and meetings at recreation facilities; maintains a variety of files, records, and databases related to programs
- Plans and organizes special events; orders supplies and equipment; contracts outside services; coordinates facility usage
- Schedules, trains, supervises, and evaluates staff as well as contracted instructors; coordinates staff assignments and work schedules
- Coordinates, schedules, and develops monthly calendar of activities and special events; develops, prepares, and distributes program and event publicity, including flyers, brochures and pamphlets
- Ensures assigned facilities are safe and properly maintained; reports needed maintenance and repairs
- Maintains inventory of cleaning, office, and other recreation facility supplies
- Compiles data in preparation of daily, monthly, and annual reports indicating attendance, sales, repairs, incidents, accidents, and participation in various programs
- Assists in preparation of annual program and facility budgets; monitors expenses and revenue
- Prepares and presents written and oral information to program participants, school officials, and community groups regarding programs services, and events; prepares agendas, staff reports, and correspondence
- Assists in maintaining records, reports concerning new or ongoing programs
- Incorporates new developments in recreation into appropriate programs

MINIMUM QUALIFICATIONS

A combination of education, experience, and training that has provided the necessary knowledge, skills, and abilities is required for entry into the classification. A typical combination includes:

Education and/or Experience:

Bachelor's degree in recreation or a related field; and two (2) years of experience in recreation program planning and administration.

Knowledge of:

- Modern theories, principles, and practices in the field of recreation programs
- Applicable federal, state and local laws and regulations
- Research and report writing methods and techniques

- Principles and practices of project management and event planning
- Work planning, organization and employee supervision and training

Skill to:

- Operate various types of standard office equipment including a personal computer and related software
- Operate a motor vehicle safely

Ability to:

- Supervise, train, motivate, and evaluate assigned staff
- Evaluate situations, identify problems, propose alternative solutions, and exercise sound independent judgment within established guidelines
- Establish and maintain cooperative working relationships with those contacted in the course of the work
- Represent the City effectively in meetings with commissions, community groups, governmental bodies, and the public
- Plan, organize, and prioritize programs, projects, and special events in order to meet established deadlines and adjust to changing priorities
- Prepare clear, concise and complete documents, reports and correspondence
- Communicate effectively, both orally and in writing

Licenses and/or Certificates:

Possession of a valid Class C California driver's license and an acceptable driving record. Valid First Aid and CPR certificates are required within six (6) months of employment.

Special Requirements:

Satisfactory results from a background investigation, physical examination and administrative screening. Occasionally required to work extended hours which may include evenings, weekends, and holidays.

WORKING CONDITIONS & PHYSICAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

An employee in this classification is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. The employee occasionally stands or walks and lifts and moves records and documents weighing up to 20 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

Mental Demands:

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 officials and the public, including occasionally dissatisfied or quarrelsome individuals.

Work Environment:

The employee primarily works in an office setting but works in the field in traveling to different community centers and events. In the office setting, the noise level is frequently quiet or moderately quiet. In field settings, the employee is exposed to loud noise during sporting and recreational activities and works under variable weather conditions at different sites and events. Occasional driving is required to visit community services facilities, and community and public meetings.

The City of Tustin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.tustinca.org/departments/hr>

OR DELIVERED TO:

Human Resources Department
300 Centennial Way
Tustin, CA 92780

Job #2018-14
RECREATION COORDINATOR
FN

Recreation Coordinator Supplemental Questionnaire

- * 1. Are you in possession of a Bachelor's Degree in recreation or a related field?
 Yes No

- * 2. Do you have at least two (2) years of experience in recreation program planning and administration?
 Yes No

- * 3. Are you in possession of a valid driver's license and an acceptable driving record?
 Yes No

- * Required Question