



---

## RECREATION ACTIVITY COORDINATOR

---

### **DEFINITION**

Under general supervision, plans, coordinates and implements the senior citizen, recreation and / or special events programs.

### **SUPERVISION EXERCISED**

May exercise supervision over part-time staff and volunteers and functional supervision of program clients.

### **EXAMPLES OF ESSENTIAL DUTIES**

Duties may include but are not limited to:

Develop programs, prepare and maintain recreation environment, including bulletin boards and interest centers.

Assist and supervise assistance of clients individually and in groups in educational, arts and crafts, recreation and special events activities.

Assist and supervise assistance of clients treating them with dignity and respect.

Coordinate and provide direction to staff and volunteers.

Assist in the development of goals, objectives, policies and procedures.

Research, develop, evaluate and modify programs to meet participants' needs and abilities.

Research, plan, schedule and coordinate day and overnight trips/tours and seasonal and year-round activities.

Serve as liaison to community groups, law enforcement, schools and public and private agencies.

Develop written materials including but not limited to program flyers, brochures, event schedules and newsletters; coordinate social media information and promotions.

Coordinate facility rentals.

Assist in budget preparation and monitoring.

Maintain records, files and develop routine reports.

Respond to inquiries about operations, programs and events and resolves complaints/concerns.

Inventory and develop replacement list of supplies and equipment; order and purchase supplies and equipment.

Plan and implement special events for children, youth, seniors and their families.

Perform related duties as assigned.

### **KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of:

Methods, materials, equipment and strategies used in early childhood, youth and senior citizen development and education.

Development milestones and needs of pre-school aged children, youth and seniors.

Techniques used in budget preparation and monitoring.

Principles of supervision.

Techniques used in dealing with the public and customer service.

Ability and Skill to:

Patiently work with children, youth and seniors individually and in groups.

Respond to questions from the public and staff.

Develop activities to engage pre-school aged children, youth and seniors.

Remain current on trends and innovations in child development/early childhood youth and senior education, programs and activities.

Write brochures, newsletters, press releases and other written materials.

Prepare and monitor program budget.

Train and supervise subordinate staff.

Plan and implement special events for children, youth, seniors and their families.

Plan and organize work to meet schedules and timelines.

Communicate clearly both orally and in writing.

Perform duties of an emergency worker in the event of a natural or other disaster.

### **QUALIFICATIONS**

Any combination of education and experience that would provide the required knowledge, abilities and skills is qualifying. A typical way to obtain the qualifications would be:

AA in Social Services or related field and five (5) years increasingly responsible experience working with pre-school aged children, youth or seniors. BA/BS highly desirable.

### **LICENSE OR CERTIFICATE**

Possession of a valid Class C California Driver's License and a good driving record. Possession of First Aid and CPR Certificates.

### **ESSENTIAL JOB FUNCTIONS/A.D.A.**

Essential job functions and A.D.A. requirements include:

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person.

Ability to participate in children's educational, arts and crafts and playground activities.

Ability to sit for two hours at a time.

Ability to lift up to 50 pounds.

Ability to climb a footstool or ladder for the purposes of retrieving records.

Ability to get from one location to another in the course of doing business.