

**CLASS SPECIFICATION
CITY OF NORTH LAS VEGAS**

CLASS TITLE: RECREATION COORDINATOR **JOB CODE:** 01185-TS

REPORTS TO: RECREATION SUPERVISOR **GRADE:** 18

DEPARTMENT: PARKS AND RECREATION

FLSA STATUS: NON-EXEMPT

DATE: December 7, 2006
REVISED DATE: March 21, 2007
April 2, 2008

JOB SUMMARY:

Under general supervision, organizes, implements, coordinates, supervises, promotes, and evaluates areas of one or more programs within the Recreation Services Division, which may include, but are not limited to adult and youth sports, aquatics, community center, special interests and self improvement classes, youth services, child development, senior services, day camps, after school, activity registration and brochure, cultural arts, facility rentals, and special events; performs other duties as assigned.

ESSENTIAL FUNCTIONS: (Duties may include, but are not limited to, the following)

Responsible for organizing, implementing, coordinating, supervising, promoting, and evaluating areas of one or more City recreation or community services programs, such as cultural arts, adult and youth sports, aquatics, community center, special interest and self improvement classes, senior services, child development, day camps, after school, facility rentals, special events, and activity registration and brochure.

Develops, coordinates, and implements one or more areas of assigned programs; oversees activities for participants in programs; provides supervision to program participants; ensures the safety of program participants; assists participants with information and referral services.

Documents the progress and effectiveness of specific and assigned programs offered by the City; develops and presents recommendations for additions, deletions, or revisions to programs; justifies recommendations with appropriate background data.

Plans program content; assists in the organization, implementation, and evaluation of rules and procedures; develops calendars; reviews plans with a supervisor; researches new program ideas; prepares program schedules, which may include but is not limited to, scheduling ball fields, swim lessons, rentals field trips, and classes.

Depending on assigned program area, completes accident and incident reports; follows up with parents when necessary; speaks with parents regarding their concerns and complaints; maintains records of program attendance.

Assists with hiring, training, scheduling, supervising, and evaluating lower level full-time, part-time, seasonal and temporary staff, volunteers, including overseeing and communicating with instructions of various classes offered through the Parks and Recreation Department; reviews and verifies time sheets; directs and reviews work; instructs staff; ensures adherence to safety policies and procedures; schedules regular meetings for assigned program area.

Develops brochures, flyers, and other promotional materials; prepares reports, letters, statistical data, documents and grant applications; inputs data into Class software; maintains a variety of records and files; completes a variety of paperwork; may issue permits for facility use.

Develops and implements volunteer programs. Recruits, orients, trains, places and monitors volunteers.

Coordinates fund raising endeavors. Identifies program needs, project goals and solicits needed support.

Provides input into the preparation of the annual budget for assigned programs; monitors expenditures and revenue; tracks budget for assigned program area; coordinates the purchase of equipment, supplies and uniforms; may assist with bid processes; may collect fees and prepare invoices at program locations.

Attends various meetings pertinent to assigned areas of responsibility; makes presentations and provides information on assigned programs; creates partnerships and collaborative networking with outside agencies and organizations to provide quality programming; organizes, attends, and gives training necessary for assigned area.

Responds to public inquiries about assigned projects and programs made by telephone, correspondence, or during public meetings; ensures excellent customer service is given at the City's program sites; acts as information source regarding assigned programs and the City's recreation services, activities, facilities, capital improvement projects, and/or special programs; serves as a representative of the City; acts as a liaison with various other City divisions and departments, community groups, and advisory boards.

Establishes and maintains positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

Works weekends and evenings; responds to emergencies as necessary; fills in for Pool Technicians and Lifeguards as needed.

KNOWLEDGE AND SKILLS:

Modern principles, practices, and philosophies for administering adult and youth sports, aquatics, community center, workforce development, contract classes, youth and family services, child development, day camps, preschool, facility rentals, and special events.

Budgeting and personnel management as practiced in the public sector.

Principles of supervision, employee motivation and team building.

Skills in resource development to garner grants, donations, sponsorships and in-kind services beneficial to recreation and leisure services.

Understanding of cultural diversity and how it is pertinent to service delivery.

Conflict resolution skills.

Ability to "multitask" to handle competing priorities and demands.

Ability to facilitate employee and community groups to work effectively and collaboratively.

Skills in monitoring program results and demonstrating outcomes both qualitatively and quantitatively.

Political acumen and community relations ability to build partnerships and advocacy for youth services.

Verbal and written communication skills to develop reports, grants, evaluations and other material as appropriate.

MATERIAL AND EQUIPMENT USED:

General Office Equipment
Vehicle
Camera
Lifeguard Equipment

Computer
Cash Register
Gym Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from a four-year college or university in recreation or a related field; and,

Two or more years of progressively responsible related experience in recreation or community services;
or,

Any combination of education, training and experience which provides knowledge, skills and abilities required for the job and related to the essential functions of the position.

Licenses and Certifications:

Must possess a valid state driver's license and maintain satisfactory motor vehicle record and ability to obtain appropriate Nevada state driver's license within required time frame.

First Aid Certification at time of hire/reclassification.

CPR Certification at time of hire/reclassification.

Certified Pool Operator/Aquatic Facility Operator required within one year of appointment.

Physical and Mental Abilities:

Ability to read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth.

Ability to write routine reports and correspondence.

Ability to speak effectively before public groups and respond to questions.

Ability to deal with problems involving several concrete variables in standardized situations.

Ability to interpret a variety of instructions in written, oral, diagram, or schedule form.

While performing the essential functions of this job the employee is frequently required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, stoop, kneel, crouch, or crawl, talk or hear, and lift and/or move up to 25 pounds.

While performing the essential functions of this job the employee is occasionally required to lift and/or move up to 50 pounds.

Working Conditions:

While performing the essential functions of this position the employee is occasionally exposed to outdoor weather conditions.

Must be able to work any shift or days of the week.

Working conditions are typically loud.

This class specification should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.