

ASSISTANT RECREATION ACTIVITIES COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This work involves assisting an administrator with the planning, organization, promotion and coordination of limited but varied recreation and leisure time programs. The work differs from that of the Recreation Activities Coordinator in that the incumbent of this position works under direct supervision with limited latitude for independent judgment and decision making in resolving details. Work direction is given to seasonal program staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Participates in the planning of recreation and leisure time activities;
Helps to develop, organize and participate in special activities and events;
Drafts publicity and news releases about upcoming community programs for review by supervisor, makes copies and distributes as directed;
Attends events and activities, provides work direction to seasonal staff, evaluates performance and leads activities when short-staffed;
Reviews survey results and reports on same to supervisor;
Reviews specifications for recreational equipment, supplies, services, etc. and gets quotes for review by supervisor;
Goes to local businesses to solicit donations and/or prizes;
Maintains records and makes reports;
Delivers equipment and supplies from central storage to event sites as needed;
Recruits recreational personnel.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of community and leisure time activities; working knowledge of planning for and equipping community facilities for leisure time use; working knowledge of community interests; ability to promote and organize recreation and leisure time activities; ability to communicate effectively; ability to maintain records and prepare reports; initiative and resourcefulness.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and two (2) years of work experience which involved significant coordinating responsibilities as demonstrated by management or supervisory duties, or responsibilities involving considerable public contact and/or interpersonal relations.

NOTES:

1. Education beyond high school may be substituted for up to two (2) years of the required experience on the basis of two years of education for one year of experience.
2. If volunteer work, experience must be documented. Part-time volunteer work experience will be prorated in the same way as part-time paid work experience.