

RECREATION ACTIVITIES COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class are engaged in the planning, organization, promotion and coordination of limited but varied recreation and leisure time programs. Work is performed under general direction of a municipal administrator or official and generally in coordination with an advisory committee, with considerable latitude for independent judgment and decision making in resolving details. The individual coordinates activities of one or more program leaders with other municipal offices, and coordinates the activities of volunteer workers involved in programs. Does related work as required.

TYPICAL WORK ACTIVITIES:

Participates in the planning of recreation and leisure time activities;
Develops, organizes and participates in special activities events;
Prepares publicity and news releases for community programs;
Prepares and recommends budget expenditures;
Prepares specifications for recreational equipment, supplies, services, etc.;
Maintains records and makes reports;
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 three (3) 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.