

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Senior Recreation Coordinator	Job Family: 4
General Classification: Professional	Job Grade: 20

Definition: To plan, organize, and coordinate community service, cultural, environmental, or recreation programs with multiple functions or within specific geographic areas, including facility building management; and to provide technical staff assistance.

Distinguishing Characteristics: This is the advanced journey-level class in the Recreation Coordinator series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including coordinating a program with multiple functions or program areas or assigned primary responsibility for a designated site, e.g., Deer Hollow Farm, Rengstorff House, Rengstorff and Eagle Pools. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility. Receives direction from a Recreation Supervisor, Recreation Manager, or the Shoreline Manager. Exercises direct supervision over clerical, full-time, part-time hourly personnel, independent contractors, and/or volunteers.

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

1. Assist in the planning and/or development and implementation of community service cultural, environmental, or recreation program goals, objectives, policies, and priorities.
2. Plan, organize, and coordinate a recreation or community services program with multiple distinct program area functions.
3. Prepare community service and recreation publicity, including news releases, special announcements, and informational bulletins; coordinate referral systems and the publication of seasonal brochures; coordinate the dissemination of recreation and community service publicity.
4. Prepare reports for presentation to commissions and committees for management; prepare reports; maintain files and records.
5. Identify community needs and recommend appropriate programs.

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6. Conduct and supervise special events; develop and administer contracts.
7. Prepare purchase requisitions; order supplies and materials.
8. Assist in preparing and administering a program budget; monitor expenditures.
9. Receive and review reports from staff members.
10. Respond to complaints and requests for information.
11. Assist in the selection, supervision, training, and evaluation of assigned staff and/or volunteers.
12. Coordinate the work assignments and activities of a broad range of volunteer and docent staff, as necessary.
13. Attend professional workshops, seminars, and conferences.
14. Interface with a variety of community groups.
15. Serve as liaison to the Facilities Division personnel regarding maintenance and operations of assigned designated site.
16. Perform related duties as required.

Minimum Qualifications:

Knowledge of: Methods, techniques, and procedures used in the planning, development, and delivery of a community services, cultural, recreational, aquatics, and/or environmental programs; common recreational and social needs of various age groups; principles and procedures for implementing and directing community services, recreation, and cultural or environmental program activities; principles and procedures of safety risk management; training others in community service, cultural, recreation, and/or environmental programming.

Ability to: Develop and coordinate a community services, cultural, recreation, aquatics, or environmental program suited to the needs of the community; plan, organize, coordinate, and implement a community services, cultural, recreation, and/or environmental program with multiple program areas; establish and maintain effective working relationships with those contacted in the course of work; analyze, interpret, and explain division policies and procedures;

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communicate clearly and concisely, both orally and in writing; supervise, train, and evaluate subordinates and volunteers; work with a wide variety of volunteer/docent staff.

Experience and Training Guidelines: A combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

Two years of community service, cultural, recreation, and/or environmental program coordination experience; equivalent to a bachelor's degree from an accredited college or university with major work in recreation administration or a closely related field.

Required Licenses or Certificates: Possession of, or ability to obtain, a valid Class C California Driver License.

For position(s) assigned to the aquatics programs must obtain Red Cross Lifeguard and Water Safety Instructor Certificate within six months of appointment and a Lifeguard Instructor Certificate and Certified Pool Operator Certificate within one year of appointment.

Established: February 1980

Revised: March 2017

HRD/CLASS SPECS

Senior Recreation Coordinator