



POSITION DESCRIPTION

Title: Recreation Coordinator
Type: Temporary
Pay Range: Level 4

Department: Parks and Recreation
FLSA Status: Non-Exempt
Revised: 07/2019

DEFINITION

To coordinate, organize, implement, and promote specialized recreation and leisure-time activities, such as adult and youth sports, special events and teen programs, and to assist in recreation program development. The Town of Mammoth Lakes hires passionate recreation staff on a seasonal basis based on program demand, availability of facilities, budgetary limitations, and the qualifications, skill set and availability of the applicant. Hours are varied, part-time and mainly occur evenings, weekends and holidays.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Recreation Supervisor(s), or designee.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties include, but are not limited to:

- Plan, organize, coordinate, promote, implement, and evaluate youth/adult programs, special events, and recreation activities for various age groups, as assigned.
- Prepare and coordinate the development and distribution of program and event publicity, including news releases, fliers, pamphlets, and brochures.
- Organize and schedule recreation activities such as excursions, special events, and athletics on a Town-wide basis.
- Maintain close contact with school officials and community groups regarding program offerings and coordination of services.
- Maintain records and develop reports concerning new or ongoing programs and program effectiveness; maintain records for registrations and fees collected.
- Recommend the purchase of necessary equipment and supplies.
- Ensure compliance with health, safety, and occupational standards; enforce departmentally established rules and regulations.
- Participate in teaching recreation classes as required.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Procedures for developing, coordinating, and implementing recreational programs, activities and special events.
- Recreational, cultural, and social needs of the community.
- Occupational hazards and standard safety precautions.
- Modern office practices, procedures, methods, and equipment.
- English usage, spelling, grammar, and punctuation.

Ability to:

- Coordinate, organize, implement, and promote recreation and leisure-time activities and specialized events.
- Prepare and distribute publicity concerning new or ongoing recreation offerings.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Understand community needs in a variety of recreation areas and evaluate activities according to those needs.
- Communicate clearly and concisely, both orally and in writing.
- Understand and carry out oral and written directions
- Operate and use modern office equipment, including computer equipment.
- Compile and maintain extensive records; prepare routine reports.
- Work independently in the absence of supervision.
- Operate programs within allocated budget.
- Work an irregular schedule, including nights, weekends and holidays.
- React with good judgment in an emergency situation.

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Associate of arts degree from an accredited college with major course work in recreation, child development, or a related field is preferred.

Experience:

Two years of experience in the implementation of recreational programs, activities, or events is preferred.

Licenses:

- Possession of, or ability to obtain within the state required time frame, a valid State of California Class C Driver's License with an acceptable driving record and pass an appropriate background check prior to the hire date.
- Current Cardiopulmonary Resuscitation Certificate and basic First Aid certificate required.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing software, telephone, 10-key calculator, phone, copy machine and fax machine, mobile or portable radio, automobile.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move more than 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in writing, orally or in diagram form and analyze and resolve problems involving a variety of situations, using standard industry and departmental processes and/or procedures. Ability to define problems, collect data, establish facts, and articulate valid conclusions, and interpret an extensive variety of regulatory or technical instructions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions, which may include extreme heat or cold, windy and other wintery conditions. The employee frequently works in an office atmosphere where the noise level in the work environment is usually quiet while in the office, or moderately noisy when in the field.

GENERAL

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an

employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Received and Reviewed by:

Employee Signature

Date