



Career Service Authority Recreation Coordinator

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GENERAL STATEMENT OF CLASS DUTIES

As well as providing instruction to participants in organized recreational activities, performs broader duties that assist continued recreational programming service delivery and improvement.

DISTINGUISHING CHARACTERISTICS

Both Recreation Instructor and Recreation Coordinator perform specific instructional duties. Recreation Coordinator, however, is distinguished from Recreation Instructor by its performance of duties related to the development, implementation and evaluation of organized recreational programs, classes and activities whose scope is more extensive than the scope of the specific instructional duties also performed. Recreation Supervisor is distinguished from Recreation Coordinator by its responsibility for the overall operations and delivery of program services by a recreation center or a large recreation program.

This class is also distinguished by the following characteristics:

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices or precedents may be discussed with the supervisor before being initiated.

Level of Supervision Received and Quality Review:

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communications and Purpose:

Contacts with the public or employees where explanatory or interpretive information is exchanged, defended, gathered and discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised:

By position, performs leadwork over other Recreation Coordinators, on-call or salaried Recreation Instructors and other employees and volunteers.

ESSENTIAL DUTIES

Provides instruction to participants in organized recreational programs, classes and activities as described in the *Recreation Instructor* class specification.

Identifies community and customer needs and interests, assesses program responsiveness to these interests and initiates new programming elements and enterprises, including partnerships with other community based organizations.

Recruits and guides the work of instructors and volunteers to achieve quality programming delivery.

Performs program pre-planning duties for assigned programs, classes and activities to include written projections of costs and fees. Analyzes and makes reports of post-program budgetary outcomes.

Administers and reviews program participant evaluation instruments for assigned programs; analyzes and uses findings to increase program and instructional effectiveness.

Organizes, recruits sponsors, determines schedules for and administers the logistics of team league sports competition and team and individual sports tournaments.

Publicizes recreation programs and other offerings by creating, producing and distributing printed materials, contacting media and/or developing and maintaining Web content.

Engages in outreach activities to secure community acceptance and increased participation in recreation facility use and programming.

Originates, organizes and administers the logistics of special cultural events.

By position, organizes and/or directly participates in staffing a recreation center customer service counter.

By position, records data in budgetary and accounting records, collects revenues and makes cash deposits.

By position, organizes and/or directly participates in maintaining a facility and/or providing program administrative support.

Performs other related duties as assigned or requested.

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Any one position may not include all of the duties listed.
However, the allocation of positions will be determined by
the amount of time spent in performing the essential duties
listed above.
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MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

Integrity/Honesty - Displays a high standard of ethical conduct and understands the impact of violating these standards on an organization, self and others; chooses an ethical course of action; is trustworthy.

Oral Communication - Expresses information to individuals or groups effectively, makes clear and convincing oral presentations, listens to others and facilitates an open exchange of ideas.

Problem Solving - Identifies and analyzes problems; uses sound reasoning to arrive at conclusions; finds alternative solutions to complex problems; distinguishes between relevant and irrelevant information to make logical judgments.

Written Communication - Expresses facts and ideas in writing in a succinct and organized manner.

Reading - Understands and interprets written material, including technical materials, rules, regulations, instruction, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Technical Competence - Uses knowledge that is acquired through formal training and/or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Leadership - Interacts with others to influence, motivates, and challenges them; adapts leadership styles to a variety of situations.

Flexibility - Is open to change and new information; adapts behavior and work methods in response to new information, changing conditions or unexpected obstacles; effectively deals with ambiguity.

Leading a Diverse Workforce - Implements diversity policies for subordinate staff; supports opportunities to develop and retain a diverse workforce; promotes teamwork, acceptance and productivity among diverse persons.

Managing Human Resources - Plans, distributes, coordinates, and monitors work assignments; evaluates work performance, provides feedback on performance; ensures staff are appropriately utilized and developed, and are treated in a fair and equitable manner.

Interpersonal Skills - Shows understanding, courtesy, tact, empathy, concern; develops and maintains relationships; may deal with people who are hostile, distressed; relates well to people from varied backgrounds and situations; is sensitive to individual differences.

Reasoning - Identifies rules, principles or relationships that explain facts, data or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Self Management - Sets well defined and realistic personal goals; displays a high level of initiative effort and commitment towards completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.

Teamwork - Encourages and facilitates cooperation, pride, trust and group identity; fosters commitment and team spirit; works with others to achieve goals.

Decision Making - Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks and evaluates and chooses the best alternative in order to make a determination, draw conclusions or solve a problem.

Knowledge of the objectives of a comprehensive planned community recreation program sufficient to be able to give assistance in planning, organizing and directing all activities of a comprehensive recreation facility.

Knowledge of basic fundamentals and techniques of athletics, fitness, cultural/social activities, and/or arts and crafts sufficient to be able to perform a variety of duties related to the work assignment.

Knowledge of safety procedures and safety precautions to be able to provide a safe work environment for self and others.

Knowledge of addition, subtraction, multiplication and division sufficient to be able to perform mathematical calculations.

Knowledge of lead work principles and practices sufficient to be able to establish priorities, assign and review work and resolve problems

Skill in maintaining and organizing records, documents and files.

Skill in developing and maintaining a variety of recreational activities for a wide range of age groups and special populations.

Physical Demands:

Balancing: maintaining body equilibrium to prevent falling over.
Crawling: moving about on hands and knees or hands and feet.
Crouching: bending body downward and forward by bending legs.
Reaching: extending the hand(s) and arm(s) in any direction.
Standing: remaining on one's feet in an upright position.
Walking: moving about on foot on uneven surfaces.
Fingering: picking, pinching, or otherwise working with fingers.
Talking: expressing or exchanging ideas by means of spoken word.
Eye/hand/foot coordination: performing work through using two or more.
Lifting: raising or lowering an object 10-25 pounds.
Depth Perception: ability to judge distance and space relationships.
Far Acuity: ability to see clearly at 20 feet or more.
Field of Vision: ability to see peripherally.
Near Acuity: ability to see clearly at 20 inches or less.

Working Environment:

Subject to many interruptions and to varying and unpredictable situations in an indoor/outdoor setting.
Extreme Heat: temperature hot enough to cause marked bodily discomfort.
Wet: frequent contact with water or other liquid.
Humid: conditions with high moisture content to cause bodily reactions.
Noise: sufficient noise to cause distraction or possible hearing loss.

Education Requirement:

Graduation from high school or possession of a GED Certificate plus twenty semester hours of college course work in recreation, elementary or secondary education, behavior management (psychology, sociology) or a directly related field. *(Note: a basic core of education consistent with the fields of study specified must be demonstrable on review of the transcript.)*

Experience Requirement:

Three years of work experience at the type and level of Recreation Instructor instructing or monitoring an organized recreation program within the specialized area as required.

Education/Experience Equivalency:

A combination of the appropriate type and level of education and experience may be substituted for the minimum education and experience requirements.

Licensure and/or Certification:

By assignment, requires a valid Colorado "Class R" Driver's License.
Requires certification in CPR/First Aid by completion of the probationary period.

CLASS DETAIL

FLSA CODE: Non-exempt

ESTABLISHED DATE: 09/16/1995

REVISED DATE: 05/01/2005

REVISED BY: Paul Wiberg

CLASS HISTORY 11/16/03, added competencies and experience equivalency to the new spec format. 04/15/05, several changes were made, primarily the *General Statement of Class Duties* and the *Essential Duties* statements, as part of a class maintenance study.