



Job Description

Title: Recreation Coordinator
Dept: Recreation

Status: Part-Time / Hourly
Wage Range: \$24.50 - \$27.57

JOB SUMMARY:

Under general supervision of the Recreation Supervisor, the Recreation Coordinator is a supporting role to the Recreation Department assisting with programing, budgeting, supervision and direct leadership as it pertains to Recreation activities including but not limited to, youth and adult sports leagues, programs/classes, and support of other key leadership positions as determined by the Recreation Supervisor.

ESSENTIAL JOB FUNCTIONS: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

LEAGUE MANAGEMENT

- Organize and manage youth and adult sports leagues, ensuring smooth operations and participant satisfaction.
- Develop and implement league rules, schedules, and policies.
- Coordinate registration processes and maintain accurate records of participants.

SCHEDULING

- Create and manage schedules for games, practices, and events.
- Ensure efficient use of facilities and resources.
- Communicate schedules and any changes to participants, officials, and staff.

STAFFING

- Recruit, train, and supervise officials and field attendants.
- Assign staff to games and events, ensuring adequate coverage.
- Monitor staff performance and provide feedback and support as needed.

FIELD / FACILITY MANAGEMENT

- Submit timely requests for preparation and maintenance of sports fields and facilities.
- Coordinate with maintenance staff to ensure fields/facilities are safe and ready for use.
- Address any issues or concerns related to facilities promptly.

COMMUNITY ENGAGEMENT

Foster positive relationships with participants, parents, and community members.
Plan, schedule and facilitate pre-season coach/manager meetings.
Promote leagues and programs through various communication channels.
Gather feedback and make improvements to enhance the overall experience.

REQUIRED KNOWLEDGE AND SKILLS:

- Knowledge of appropriate methods, practices, equipment and materials used in recreation programs.
- Knowledge of effective conflict resolution strategies.
- Skill in general clerical duties including typing and data entry.
- Skills in planning, organizing, and directing programs.
- Skill in following and effectively communicating verbal instructions.
- Skill in operating independently and as a team member.
- Skill in establishing and maintaining effective working relations with co-workers, staff, and the public.
- Communication and public relation skills, including excellent customer service.
- Ability to perform physical work and/or athletic activity related to recreation programs.
- Ability to work with minimal supervision.

EDUCATION, CERTIFICATIONS AND LICENSES:

- Previous experience in sports league management or a similar role.
- A valid State of California class 'C' driver's license and a satisfactory driving record required.
- Possession of current First Aid and CPR certificates or obtain certification within 3 months of hire.

ENVIRONMENTAL FACTORS AND CONDITIONS/PHYSICAL REQUIREMENTS: *The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.*

- Work is performed in an indoor and outdoor environment. Working conditions in the field exposed to variations in temperatures, dry, dusty, and humid conditions, high winds, and rain.
- May be required to lift and carry items up to 50 pounds.
- Walk, stand, sit, kneel, crawl, bend, and climb receptively or over a long period of time.

ADDITIONAL INFORMATION:

Reports To: Recreation Supervisor

Direct Reports: Recreation Staff: Sports Officials, Field/Facility Attendants, Instructors and Seasonal Staff