



CLASS SPECIFICATION FOR:

## Recreation Coordinator III

### General Statement of Duties:

Under general supervision, routinely performs complex tasks and fieldwork in the development, planning, coordination, marketing, administration and evaluation of specialized recreational, interpretative and/or educational programming and related activities; routinely develops, plans, coordinates, leads and/or supervises the administration of multiple recreation programs, including specialized, in multiple locations as well as County-wide for more than two programmatic areas; does related work as required.

### Distinguishing Features of Class:

An employee in this class routinely develops, plans, organizes, coordinates and leads a large number of programs and a diverse array activities and events appropriate to target audiences and participants at multiple locations and/or County-wide for more than two of the following specialized program areas: community recreation, preschool, youth, active adults, families, nature, outdoors, history, athletics, leagues, summer camps/programs, inclusion, special events or other Division sponsored activities; coordinates all logistics, site and safety concerns, programming, communications and budgeting; assists with site management as assigned. Target audiences may include but not be limited to any or all of the following: preschool children, youth, teens, young adults, active adults, families, special needs. Responsibilities afford opportunity for independent judgment initiative in planning work and making technical determinations. The incumbent works independently and receives general supervision with difficult or unusual problems discussed with the supervisor.

### Examples of Assigned Duties *(illustrative of the types and scope of duties and responsibilities assigned to positions in this class):*

- Conducts periodic surveys and evaluations of community interests and needs, including evaluation and determination of ideal delivery method for classes based on the interests and needs of the target audience and participants in the community;
- Develops targeted programming, including camps and other activities, to serve the interests and needs of the community and target audience in assigned facility and at multiple locations County-wide;
- Proactively identifies programming needs and interests and refreshes, revises or develops programming to ensure programming and operations are fresh, relevant and serve the County's goals and communities' interests and needs;
- Develops and implements outreach programming to target underserved populations' needs and increase participation;
- Creates a schedule of program classes, activities, camps and other activities for individual and groups that serve the interests and needs of the community and target audience in assigned facility and at multiple locations County-wide;
- Identifies, organizes and coordinates resources for facilitation of classes, programs, activities and services;
- Coordinates logistics including locations, facility setup, facility maintenance if needed, equipment and supplies, staff assignments, secures and schedules performers, instructors, vendors, and concessionaires as needed, and oversees logistics;
- Collaborates with County staff and special interests groups to develop, coordinate and implement accommodations for participants with special needs impacting participation in programs and activities;
- Conducts program registration, collects fees, prepares receipts and assures proper handling of funds;
- Ensures safe use of facilities in strict accordance with licensing standards and established policies and procedures;
- Ensures site and use complies with County and other safety and risk management regulations and requirements;
- Ensures adequate safety of participants in programs and facilities, documents and reports all incidents and requests for maintenance/repairs to supervisor;
- Collaborates with the department's marketing staff to develop and promote programming and other assigned activities;
- Handles facility reservations and related questions and/or requests in accordance with established policies and procedures and refers only unusual problems and situations to supervisor;
- Prepares cost projections for programming and related activities and submits for necessary approvals, accurately tracks and reports approved expenditures for budget and fee setting purposes, and manages all activities within approved budget;
- Tracks, monitors and manages programs and activities within approved Cost Center Budget;
- Maintains records, time sheets and reports pertaining to specialized program areas, including participation trending and costs, to project costs for budget and fee setting purposes and to prepare requested reports;
- Contracts with identified resources according to current procurement and fiscal guidelines;
- Oversees contracted resources to ensure delivery of services as contracted, reviews contractors' invoice for accuracy and approves payment, including submitting any required paperwork (paper and electronic);
- Evaluates contractors for quality of services provided and adherence to contract specifications and recommends continuation or termination of future use of contractor;
- Participates in interviewing, selection and hiring of temporary/seasonal staff as well as contractors, volunteers and interns;
- Trains, supervises, provides performance feedback and schedules volunteers, temporary/seasonal staff, contractors and interns;
- Assists with facility programming, concession stand operations, and event activities County-wide as assigned;
- Assists with various operational functions at facility as needed including but not limited to reservations, payments, etc.;
- Assists with daily facility operations as assigned and serves as a site manager in the absence of the Supervisor and/or Manager;
- Assists with the development of short and long-term goals and their implementation plans;



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- Coordinates and oversees facility and equipment repairs and maintenance as needed;
- Provides technical expertise to other staff, public, vendors and others, including serving as mentor to other coordinators;
- Interacts with the public and others outside the assigned area's staff and operations to obtain and provide information and assistance in a variety of circumstances and address concerns;
- Maintains current knowledge of assigned area's best practices and guidelines as well as latest equipment and tools;
- Attends all scheduled meetings and required training and maintains all required certifications;
- Serves on various committees and boards as liaison between the community and the County as assigned;
- Leads or handles special projects;
- Performs other duties as assigned;
- If assigned to interpretative or educational programs performs duties assigned to the I and II levels and:
  - Develops and facilitates training compliant with SOL for teachers on topic;
  - Routinely works with regulatory agencies and other special interest groups;
  - Responds to citizens animal inquiries, explaining issues, laws and other concerns or problems and providing other appropriate assistance.

### Required Knowledge, Skills and Abilities:

Extensive knowledge of the principles and practices of community recreation and specifically of recreation program planning and promotion in the assigned specialty areas; extensive knowledge and understanding of the varying demographics and special needs and interests of the segment of the population served by two or more program areas; extensive experience planning a wide range of recreation activities; ability to work effectively as a team member and as a leader; considerable knowledge of stages of human growth and development and safety and health practices of varying age groups and abilities; ability to work effectively as a team member and as a leader; sound project management skills; knowledge of strategic planning principles and theories to ensure programming activities and events meet the needs and interests of target audiences and County's goals; ability to effectively develop, design, plan, implement and coordinate a wide array of activities of two or more specialized recreation programs at multiple locations and Countywide; ability to multitask and effectively manage competing priorities and make sound decisions; critical thinking skills with the ability to problem solve and make sound decisions, including but not limited to under pressure and in emergency situations; excellent organizational skills; excellent research skills with the ability to evaluate needs, make programming recommendations, develop appropriate programming; demonstrated excellent basic supervisory skills; excellent oral presentation and training skills and demonstrated ability to direct the work of large number of volunteers, interns and/or temporary staff and coordinate the activities of large numbers of event participants at multiple locations Countywide; ability to establish productive relationships and cooperate with and effectively work with public and private organizations and business, civic and volunteer groups and the general citizenry; ability to work on own initiative without close supervision or guidance; ability to develop and coordinate marketing strategies with appropriate Division staff and resources; physical condition that permits the activities necessary in and inherent to the assigned programming area and use related tools, equipment and other inventory relevant to the assigned areas; ability to develop and maintain detailed accurate records and to make regular and special reports; effective oral and written communications skills; accounting or other financial skills with sufficient ability to develop budget projections and manage expenditures in accordance with County Finance policies and manage program related costs effectively within an approved budget; good knowledge of personal computers and /or automated systems and the ability to enter, maintain, retrieve and analyze data and use common office and department specific software; personal accountability including teamwork and establishing and maintaining positive relationships with stakeholders, customers and colleagues; excellent customer service skills; tact; and courtesy. Requires working evenings, weekends, and some holidays. May require basic knowledge of the keeping, care and display of wild animals as well as the local, state and federal laws governing the keeping, care and display of animals.

### Minimum Education and Experience:

Education: Four (4) year degree in recreation or other field relevant to assignment;

Experience: Six (6) years of relevant professional experience;

OR: Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

### Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

- Ability to work a flexible work schedule to meet department needs;
- First Aid, CPR, AED and other fitness and department specific certifications may be required;
- Must be able to lift at least 30 lbs as needed to move supplies and equipment;
- Requires valid driver's license.