

**CITY OF REDWOOD CITY
RECREATION AND COMMUNITY SERVICES
PROGRAM COORDINATOR I/II**

DEFINITION

Under the supervision of a Parks, Recreation and Community Services Manager, this position coordinates specific programs within the Parks, Recreation and Community Services Department. The incumbent may be assigned by the Department Head to any of the designated functions within this classification.

The current functions are: Community Services (Accessible Recreation and Senior Services), Human Services (Fair Oaks Community Center, Information and Referral and Human Services Financial Assistance), Special Interest Programming and Marketing (Classes and Quarterly Brochure), Sports and Aquatics (Youth and Adult) and Youth and Teen Services.

The incumbent assists the Parks, Recreation and Community Services Manager to organize and implement the program activities for the designated function. The Recreation and Community Services Program Coordinator I and II are distinguished by the size, scope and difficulty of the program, their interface with other community organizations, as well as the experience and education required. The "II" is a journey level position, which requires only occasional instruction/assistance, while the "I" is an entry-level position, which may not yet be able to perform the full range of duties without immediate supervision.

SUPERVISION RECEIVED AND EXERCISED

Direction is provided by a Parks, Recreation and Community Services Manager or other designated supervisor. Incumbents may provide functional supervision to part-time employees (e.g. casual employees) and/ or volunteers.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES - Duties may include, but are not limited to the following:

1. Organize, implement, and provide on-site supervision in a specific area of recreation and/or community services programming.
2. Schedule personnel, facilities and equipment in accordance with program requirements.
3. Identify areas of concern regarding performance, safety or other factors and resolve as quickly as possible or report issues to the appropriate supervisor.
4. Collect information and complete necessary program records and reports.

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5. Monitor program expenditures, and usage of casual employees.
6. Schedule, supervise and train casual personnel.
7. Coordinate assigned functions and programs with other City departments as well as outside agencies, including local Schools District.
8. Assist in the promotion of program activities via the creation of graphic materials, use of public service and other media outlets and on site appearances at schools, libraries and community events.
9. Establish cooperative working relationships with other City Departments and recreation and community services providers.
10. Respond to inquiries from the public regarding their assigned program area.
11. Implement safe work procedures for their program area.

OTHER JOB RELATED DUTIES:

1. Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices for implementing a variety of recreation and community services programs.

Appropriate program content for a variety of specialized community recreation activities.

Methods used to promote and encourage participation in various programs.

Basic principles involved in the selection, training and supervision of casual employees.

Acceptable safety standards and precautions for department programs.

Customer service principles as applied to recreation and community services programming.

Ability to:

Coordinate, organize and implement a variety of recreation and community service activities.

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Use a personal computer and basic computer software programs.

Prepare and maintain a variety of records and reports as assigned

Read and interpret City, Department and Division policies and procedures.

Communicate clearly and concisely, both orally and in writing.

Coordinate activities within the department as well as with other departments and agencies.

Supervise, schedule and train casual employees and volunteers.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Skill to:

Operate computers, word processing and other recreation or community service software programs.

Operate a motor vehicle safely.

EXPERIENCE AND TRAINING GUIDELINES:

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

Recreation and Community Services Program Coordinator I

Experience:

At least six months of responsible experience in the delivery of recreation and community service programs.

Training:

Equivalent to graduation from high school.

Recreation and Community Services Program Coordinator II

Experience:

At least two years of responsible experience in the delivery of recreation and community service programs.

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Training:

Equivalent to two years of post-secondary education desirable, including coursework in recreation or other related field.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid Driver's License.

Special Requirements:

Essential duties require the following physical abilities and work environment:

Ability to work in both parks and recreational facilities and standard office environments, with ability to travel between various sites.

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**ADA
DOCUMENTATION OF ESSENTIAL DUTIES**

1. SDE
2. SDE
3. MAE
4. SDE
5. SDE
6. SDE
7. MAE
8. MDE
9. SDE
10. MDE
11. MAE

**DOCUMENTATION SCALES AND CODES
FOR ESSENTIAL DUTIES**

Time Spent:

S	Significant	10% of day, week, or month
M	Moderate	5-9%
O	Occasional	Less than 5%

Frequency:

D	Daily
W	Weekly
M	Monthly
A	As needed

Supervisor/Manager Review:

E	Major focus of job/position
NE	Minor (can easily be assigned to another position)

Effective Date: October, 1998

Bargaining Group: Service Employees' International Union - Local 715