CITY OF ALBANY
RECREATION COORDINATOR II

Under direction, plans, organizes, directs, and implements recreation and social services programs for elementary school age children, teens, adults, and/or seniors; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED
Receives direction from assigned supervisory or management personnel. Provides lead direction to volunteers and part-time temporary employees.

Class Characteristics
This is a professional, skilled, recreation position, requiring programming and administrative support skills. The Recreation Coordinator II is responsible for serving as the lead staff person in charge of one or more recreation programs including Senior Center operations and programs, Community Center operations, youth and teen programs, citywide special events, youth and adult classes, and/or volunteer programs. The Recreation Coordinator II is distinguished from the Recreation Coordinator I in that the Recreation Coordinator II is a professional recreation position, serves as lead staff person, and provides lead direction to volunteers and part-time temporary employees on a regular basis.

Examples of ESSENTIAL JOB FUNCTIONS (Illustrative Only)
Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Serves as lead staff person in charge of one or more of the following: Senior Center operations and programs, Community Center operations, youth and teen programs, citywide special events, youth and adult classes, and/or volunteer program.
- Creates, organizes, promotes, and oversees assigned recreation and community services programs.
- Exhibits effective leadership and instructional skills and techniques for assigned recreation and social services activities and communicates to participants, contractors, the public, and staff members.
- Collaborates with Recreation Supervisors, to evaluate the effectiveness of recreation and social services activities provided to the public; solicits participant input to gauge participant reaction to program quality; uses evaluation results and past program experience to plan new programs; develops and plans programs that are convenient to users and participants to promote high levels of attendance and facility use.
- Coordinates with Recreation Supervisors, to negotiate and administer the contracts of activity instructors to objectively and constructively evaluate performance, as necessary; interviews and selects volunteers and other staff members, as necessary.
- Oversees the marketing of City programs to solicit more/new users; utilizes social media to promote recreation and City sponsored programs.
- Collects and maintains statistics, attendance reports, and activity records; maintains accurate records of participants in the recreation and social services activities.
- Tracks volunteer, special events, administration, and facility budgets and expenditures; performs department purchasing.
- Collaborates with Recreation Supervisors, to prepare a variety of brochures (to include the quarterly schedule), calendars, letters, posters, news releases, flyers, and related communication regarding recreation and social services activities.
• Schedules activities at the Community Center, Senior Center, sport fields, facilities, and other buildings to which assigned.
• Promotes interest and provides information regarding assigned recreation and social services activities to school officials, other recreation officials, community service groups, neighborhood associations, other departments, and the general public.
• Works with the entire Recreation & Community Services Department to keep current of changing needs within recreation, community, and social services programs; remains flexible in ensuring necessary modifications are made.
• Performs clerical and administrative support duties such as answers telephones, typing correspondence, ordering office supplies, running errands, picking up supplies for activities, making arrangements for the rental and use of recreation buildings and facilities, and helping set up tables and chairs for classes; operates a computer to input information; processes payments or refunds as necessary.
• Assists with draft procedures, processes, and creating forms; assists in the preparation and maintenance of operating procedures and manuals.
• Assists with researching new recreation software.
• Coordinates citywide special events as assigned.
• Serves as staff liaison on assigned committees and to agencies outside of the City, i.e. Albany School District, Alameda County, etc.
• Serves as lead staff person in charge of soliciting and organizing event/program volunteers.
• Serves as lead staff person in charge of event/program donations.
• Performs related duties as assigned.

Knowledge of:

• Operations, services, and activities of recreation programs.
• Principles and techniques of recreation, instruction, and leadership of recreation activities.
• Principles and techniques of supervision.
• Program content for program activity needs.
• Event planning.
• Marketing techniques.
• Basic graphic design.
• Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.

Ability to:

• Plan, implement, and maintain the coordination of recreation programs.
• Understands recreation and social services objectives set by the Recreation & Community Services Director and consistently translate those objectives into meaningful service activities.
• Develop and implement marketing strategies to promote community engagement.
• Instruct, train, and provide leadership of staff, volunteers, and recreation service participants.
• Remain highly organized with acute attention to detail while able to time-manage multiple projects.
• Plan, implement, and maintain the coordination of recreation and social services programs.
• Maintain accurate records.
• Listen, understand, retain, follow, and apply verbal and written instructions and directions.
• Maintain safe and clean equipment, facilities, and grounds.
• Operate modern office equipment including computer equipment and specialized software applications programs.
• Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
• Communicate clearly and concisely, both orally and in writing.

**Education and Experience**

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

A Bachelors’ degree from an accredited college or university with major course work in recreation or a closely related field, plus two years full-time recreation experience.

**Licenses and Certifications**

Valid California Driver’s License.

A valid CPR and First Aid certificate within six months of employment and recertification every two years thereafter.

**Physical Demands**

Must possess mobility to work in a standard office and field environment and use standard office equipment, including a computer; frequently required to walk, stand, sit, talk, and hear; vision to read printed materials and a computer screen and close vision, and the ability to adjust focus; hearing and speech to communicate in person and over the telephone. Positions in this classification occasionally climb, balance, stoop, kneel, crouch or crawl; use hands to finger, handle, feel, or operate objects, tools, or controls; reach with hands and arms; lift and/or move object up to 50 pounds.

**Mental Requirement:**

The work requires a combination of the following mental requirements depending upon a given task, on a given day: taking, interpreting, comprehending and following instructions, simple to complex – reading, writing, and math skills; forming, analyzing, compiling, computing, copying, comparing, speaking-signaling, helping; perceiving pertinent detail in objects or in pictorial or graphic material; performing from simple, repetitive, clerical tasks to varied, complex assignments, maintaining work space, relating to other people, influencing people, evaluating; generalizing; and responsibility for direction.

**Environmental Elements**

Employees work in an office environment and field environment with moderate noise levels, occasionally varied temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**Special Requirements**

Positions in this classification independently travel within and outside of City limits to fulfill the assigned duties and responsibilities. Positions in this classification require a willingness and ability to work flexible hours and overtime.