

CLASS COORDINATOR

General Purpose

Plans, organizes and coordinates a community recreation program for seniors, adults, and/or youth, including cultural arts, physical activities, special interest classes and summer programs.

Supervision Received

Works under the general supervision of the Recreation Supervisor.

Supervision Exercised

Supervises part-time recreation staff, special interest instructors, seasonal employees, and volunteers.

Essential Duties and Responsibilities

Supervises classes, workshops and activities for persons engaged in recreation programs and co-sponsored programs.

Selects, plans and implements cultural arts, physical activities and special interest activities.

Prepare instructor contracts and class rosters.

Cancels classes with inadequate enrollment and prepare refunds.

Schedule facilities and prepare weekly class schedules for the school facilities, community center and other recreational facilities.

Recruits, interviews, hires, supervises, and evaluates class instructors and continually evaluates and develops new classes.

Prepare staff payroll.

Responds to public inquiries about recreation programs made by telephone, correspondence, or during public meetings.

Prepares for publication a variety of brochures, calendars, letters, posters, news releases, flyers, and related communications regarding recreation programs.

Coordinates, schedules and maintains related records and statistics for recreation programs and personnel.

Performs a variety of miscellaneous duties such as answering phone, typing correspondence, running errands, picking up supplies needed for activities.

Promotes interest and provides information regarding recreation programs to school officials, other recreation officials, community service groups, other departments, and the general public.

Peripheral Duties

Assists in the recruitment and selection of part-time and season staff.

Desired Minimum Qualifications

Education and Experience:

- (A) Graduation from a four-year college or university with a degree in recreation or a closely related field.
- (B) One year of recreation experience including supervising recreation programs; or
- (C) An equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Considerable knowledge of recreation philosophy, planning and administration; Considerable knowledge of the equipment, facilities, operations and techniques used in a comprehensive community recreation program;
- (B) Skill in operation of listed tools and equipment;
- (C) Ability to develop, coordinate, and direct varied activities involved in a community recreation program; Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, community leaders, and the general public; Ability to communicate effectively orally and in writing; Ability to plan and supervise the work of paid staff and volunteers.

Special Requirements

Valid state driver's license or ability to obtain one.

Tools and Equipment Used

Personal computer, including word processing software; calculator; copy and fax machine; phone; automobile.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals.

The noise level in the work environment is usually moderately loud while in the office or when in the field.

Selection Guidelines

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Effective Date: 1-1-97