

City of Capitola

RECREATION COORDINATOR

Under direction, plans, organizes, promotes and supervises recreational programs and events within assigned programmatic areas; performs related work as assigned.

Typical Duties

(May include but are not limited to the following based on area of assignment):

- Develops new programs and events; evaluates program proposals submitted by instructors and other independent contractors; plans and schedules program and facility rental timing and logistics.
- Works within individual program budgets and annual section budgets; recommends appropriate fee levels; helps to forecast revenues and program costs; monitors expenditures and revenues throughout fiscal year.
- Solicits and hires or contracts with instructors, sports staff, or other independent contractors; assists in recruiting and hiring temporary program coordinators, leaders, and aides; trains, schedules, directs, evaluates and processes payroll/payments for staff and independent contractors.
- Locates and schedules facilities for programs and events; coordinates logistics with participants, schools, outside agencies/organizations and other City departments as needed.
- Designs promotional and social media campaigns for programs; writes and distributes promotional material; works with front office staff to design and layout flyers; designs and orders special promotional materials such as t-shirts, posters, buttons, etc.
- Purchases and maintains supplies and equipment for programs and events.
- Receives and responds to questions, suggestions, complaints and problems from the public; resolves problems as appropriate.
- Process applications by rental groups for use of City facilities and issue permits and guidelines.
- Compiles regular reports on program performance; evaluates program effectiveness in terms of both qualitative and quantitative criteria; prepares written evaluations of program results as required; makes written and verbal recommendations on significant program changes.
- Writes various letters, memos, reports, and proposals as required.
- Develops and implements procedures and policies for programs assigned.
- Conducts informal assessments and surveys to determine recreational needs and interests of the community.
- Assists with registration and all front office tasks as needed.
- Assists in setting up for classes/programs and general maintenance of the facilities during the day.

In addition to the above, the following duties may also performed in specific positions as assigned.

Recreation Classes

- Plans, organizes, promotes and supervises recreation classes, programs and events for children, teens, and adults.
- Works with other staff to produce seasonal recreation department activity guides.
- Contracts with instructors; creates and distributes instructor newsletters and proposals; receives proposals.
- Schedules facilities for programs.
- Monitors and cancels classes; processes credits or refunds.
- Processes payments for instructors.

Sports Programs

- Plans, organizes, promotes and supervises various adult and youth sports programs, classes, camps and leagues.
- Under direction, plans softball leagues; hires and trains staff; hires umpires; creates schedules; purchases equipment and awards.
- Processes payroll/payments for staff and umpires.
- Monitors field conditions; coordinates work and repairs with Public Works; schedules, and if needed, performs field maintenance and preparation.

Camp Capitola and Junior Guards

May be required to assist with a variety of tasks related to Junior Guards and Camp Capitola, including, but not limited to:

- Interviewing applicants and notifying those who are hired.
- Processing employment paperwork.
- Receiving bids for buses, Junior Guard photographs, and t-shirts for both programs.
- Ordering, picking up and dropping off supplies and equipment.
- Working with the Junior Lifeguards Parents Club.
- Assisting program Coordinators as needed.

WORKING CONDITIONS

Position requires prolonged sitting, standing, walking, reaching, twisting and turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in using a computer keyboard. Additionally, the position requires far and near vision when reading and using a computer. Acute hearing is required when providing phone and personal service. Also required: the need to lift, drag and push files, boxes, containers, supplies and field equipment weighing up to 50 pounds; setting up tables and chairs, re-folding and re-stacking tables and chairs, and moving sliding room dividers.

MINIMUM QUALIFICATIONS

Knowledge:

- Principles and practices of planning, promoting and coordinating recreational, sports, Junior Guards, day camp and cultural programs.
- Basic techniques of needs assessment and program evaluation.
- Budget development and control.

Skills:

- Strong organizational skills to effectively coordinate program and events.
- Excellent customer service skills.
- Good oral communication and interpersonal skills.
- Ability to handle registration transactions made by check, cash or credit card.
- Good written communications skills to prepare clear and concise reports, proposals, contracts, correspondence, advertising copy and press releases.
- Ability to supervise others in a fair and kind manner, which enables and empowers them to be the best representatives of the department and its goals possible.

Abilities:

- Develop creative and effective promotional materials.
- Effectively utilize computers and relevant software and technology, including online applications, website design and social media.
- Understand, interpret and apply regulations, policies and procedures.
- Research relevant information and data.
- Develop and maintain administrative procedures, records and budgets.
- Effectively hire, train, supervise and evaluate staff.
- Establish and maintain cooperative working relationships with a wide variety of individuals and organizations.

OTHER REQUIREMENTS

- Willingness to work evenings, weekends, and holidays as needed.
- Operate a vehicle to run errands. Must possess a valid California driver's license and safe driving record.

EDUCATION AND EXPERIENCE

Any combination of education and experience that provides the above knowledge, skills and abilities combined with any required licenses is qualifying. A typical way to obtain the required qualifications is to possess the equivalent of the following: a Bachelor's degree from an accredited college or university in recreation, sociology, public administration, or a related field; and one year of responsible administration experience in coordinating community programs or events, including some supervisory responsibility.

REASONABLE ACCOMMODATION FOR THE DISABLED

If special accommodations are necessary at any stage of the examination process, please provide Capitola Recreation with advance notice and every attempt will be made to consider your request.

WORK ELIGIBILITY

- Under federal law, the City of Capitola may employ only individuals who are legally able to work in the United States as established by providing documents specified in the Immigration Reform and Control Act of 1986.
- All recreation department potential staff must be fingerprinted.

Effective Date: 07/05/2015