

**City of Capitola****RECREATION COORDINATOR**

Capitola Recreation Coordinators provides services for the public in the following program areas:

Adult & Youth Classes, Community Center Rentals, & Promotions.  
Afterschool Rec Club, Summer Day Camp & Community Events  
Beach Lifeguard Services, Junior Lifeguard Youth Program & Sports.

Under direction of the Recreation Division Manager, the Recreation Coordinator 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 for residents and public. Organize community events within program area.
- Works within individual program budgets; helps to forecast revenues and program costs; monitors expenditures and revenues throughout fiscal year.
- Recruits and hires or contracts with program staff; 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.
- 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.
- 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.
- Work with Recreation Assistants on related work as assigned.
- Supports registration and all front office tasks as needed.

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

**Adult & Youth Classes**

- Recruit and vet Class Instructors, to offer the community assorted activities, for youth, adults and seniors.
- Evaluates program proposals submitted by independent contractors, plans and schedules program, facility timing and logistics.
- Monitors class enrolment and success, boost promotion for under enrolled classes; cancel classes; processes credits or refunds.

**Community Center**

- Maintain Community Center schedule for public rentals and recreation activities.
- Process applications by rental groups for use of City facilities and issue permits and guidelines.
- Communicates with City Departments regarding general maintenance needs of the facility.

**Promotions**

- Develop Division's promotional activity for all programs and identify new promotional opportunities.
- Designs promotional and social media campaigns for programs; writes and distributes promotional material; works with front office staff to design and lay-out flyers; designs and orders special promotional materials such as t-shirts, posters, buttons, etc.
- Works with other staff to produce seasonal recreation department activity guides.

**Afterschool Rec Club**

- Collaborate with SUESD staff for use of facility to operate afterschool program for elementary and middle school located at New Brighton Middle School.
- Develop and schedule program enrichment opportunities; evaluate professional operation and contracts with vendors.

**Camp Capitola**

- Serve as Camp Director for Camp Capitola, a summer day camp program that offers summer recreation activities and field trips to youth.
- Maintain ACA accreditation, participate in educational opportunities related to ACA standards and assure best practices for camp operation are met.

**Community Events**

- Coordinate with City and Recreation Staff to host Capitola's local community; complete necessary permit or additional insurance.
- Recruit and schedule vendors and volunteers; collect vendor payment and annual paperwork for operation within the City.

**Beach Lifeguard Services**

- Serve as City of Capitola Lifeguard Captain.
- Maintain high professional standards as a USLA Open Water Lifeguard; active involvement in CSLSA as a professional lifeguard and represent Capitola Chapter.

- Seek and maintain USLA Open Water Lifeguard Agency Certification. Work with agency partners for annual Academy and EMS response.

### **Junior Guards**

- Organize local competitions, maintain partnerships with local Junior Guard agencies.
- Attend Junior Guards Parents Club meeting and collaborate regarding local and regional competitions and other activities.

### **Sports Programs**

- Permit sport facility rentals; communicate with sport organization for expectations and schedule.
- Creates schedules for softball league; communicate with team captains expectations, schedule staff and contractors, purchases equipment and awards.
- Monitors field conditions; coordinates work and repairs with Public Works; schedules, and if needed, performs field maintenance and preparation.

### **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. For Lifeguard Captain: prolonged sun exposure, running on sand while carrying 20 lbs and swimming in adverse weather and ocean conditions for an extend period of time.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge:**

- Principles and practices of planning, promoting and coordinating recreation 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.
- For Lifeguard Captain:
  - Ability and stamina to perform lifeguard duties
  - Annually complete 500-meter ocean swim in under 10 minutes
  - Adopt effective course of action in emergency situations
  - Maintain constant observation of an assigned area for hazardous conditions and take appropriate action to protect the public from those hazards.
  - Vision corrected to 20-40.

**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. USLA Certification or other USLA Standard training and minimum cumulative total of 1,000 hours of employment in no fewer than three seasons as a seasonal open water lifeguard or full-time open water lifeguard.

**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 ELEGIBILITY**

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.