



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

RECREATION PROGRAMS COORDINATOR

HOURLY	\$29.76 – \$36.24
APPROX. MONTHLY	\$5,158 – \$6,132
APPROX. ANNUAL	\$61,901 – \$73,581

FLSA Designation:	Non-Exempt
Established:	February 2014
Revised:	March 2024
Salary Revision:	March 2024
Classification:	200: Non-Management
Range:	TBD

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEPARTMENT / DIVISION Parks and Landscape.

SUMMARY DESCRIPTION

Under the direction of the Parks and Landscape Manager and/or other management/supervisory class, plans, organizes, coordinates, promotes, implements, evaluates, and prepares the distribution of recreation services programs, activities and/or classes held within the Town of Discovery Bay.

IDENTIFYING CHARACTERISTICS

Incumbents perform a variety of office administrative, project coordination and management support work for the Recreation Program. The work requires extensive public contact, the frequent use of tact, discretion, and independent judgment, knowledge of Town activities and the ability to perform independent projects. Maintains appropriate work records, serves as technical resource for assigned personnel and provides information and assistance to customers and the public. Facilitates various recreational social and cultural activities. Positions at this level usually either have formalized training related to the recreation field with limited directly related work experience or have significant directly related work experience. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the Recreation Supervisor level and exercise less independent discretion and judgment in matters related to work procedures and methods.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Confers with the Parks and Landscape Manager and/or Parks and Recreation Supervisor on the status of program goals and objectives, operational matters, and problem areas.
2. With supervision of the Parks and Landscape Manager, oversees and arranges for the daily review and upkeep of the Community Center facilities, including the grounds, pool and related structures.
3. Prepares and coordinates the pool and/or aquatics programs, staff, and all related activities.
4. Assists in development of informational sheets, forms, and recreation guides.
5. Direct supervision of site staff with applicable laws and policies to include scheduling, assignment, and problem resolution.
6. Assesses community needs and interests. Participates in the development of new recreation programs to meet community needs.
7. Develops curriculum, participates in recruiting, selecting, motivating, and evaluating assigned employees and contractual vendors.
8. Plans, organizes, coordinates, implements, and prepares recreation guides, activities and/or classes offered within the Town of Discovery Bay.
9. Assist in developing and coordinating schedules of activities for the residents of the Town of Discovery Bay, including youth and senior programs.
10. Prepares and coordinates the development and distribution of marketing and publicity materials including guides, flyers, and printed schedules.
11. Markets and promotes assigned recreational leisure programs services activities and/or classes to the community.
12. Maintains records, statistics, program evaluations and other documents related to program activities/events; prepares and submits a variety of reports and memoranda on related subjects.
13. Coordinates facility rentals.
14. Attends and participates in professional group meetings. Stays abreast with new trends and innovations in the field of recreation.
15. Record and monitoring of financial transactions associated with the collection of fees.
16. Establishes positive working relationships with representatives of the community organizations, Town management, staff, and the public.
17. Supports front-line customer service staff, responds to, and resolves difficult and sensitive inquiries and complaints.
18. Supervise facilities; administer and coordinate keys and alarm codes.
19. Participates in the development and implementation of policies and procedures for providing assigned recreation services.
20. Ensures a clean safe and orderly program environment by monitoring the condition of the facilities and notifying the Parks and Landscape Manager of required repairs or replacements of equipment and the cleaning of program areas.
21. Completes or assists in completing accident and incident reports in an accurate and timely manner.
22. Responsible for ordering of supplies.
23. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Parks and Recreation, Leisure Services Programming, and associated qualifications.
- Operations and services of assigned recreation programs, activities, or classes.
- Methods and techniques of planning, organizing, implementing, and directing assigned leisure and recreation programs, activity, or class.
- Recreational, cultural, and social needs of the community.
- Basic organization and function of public agencies, including the role of an elected Board of Directors and appointed boards and commissions.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Basic budgetary policies and procedures.
- Basic principles and practices of data collection and report preparation.
- Applicable codes, regulations, policies, technical processes, and procedures.
- Project coordination and implementation procedures.
- Standard office administrative and secretarial practices and procedures, including the use of standard office equipment.
- Business letter writing and the standard format for reports and correspondence.
- Computer applications related to the tasks, including word processing, database, and spreadsheet applications.
- Records management principles and practices.
- Business arithmetic and basic statistical techniques.
- Techniques for dealing effectively with the public, vendors, contractors, and District staff, in person and over the telephone.
- Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.
- Safe driving principles and practices.
- Methods and techniques of first aid and CPR.
- Appropriate safety precautions and procedures within the area of assignment.
- Safe work practices.

Ability to:

- Plan, organize, administer, coordinate, review, evaluate and personally participate in office management functions and administrative duties and responsibilities.
- Plan, organize, assign, coordinate, supervise and evaluate the work of assigned staff.
- Assist in preparing and administering budgets; prepare clear and concise reports.
- Analyze and resolve office administrative and procedural concerns and make process improvement changes to streamline procedures.
- Plan, organize, schedule, assign, review and evaluate the work of staff.
- Perform basic research and prepare reports and recommendations.
- Compose correspondence and reports independently or from brief instructions.
- Make accurate arithmetic and statistical calculations.
- Operate modern office equipment including computer equipment and software programs.

- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Organize own work, set priorities, and meet critical time deadlines.
- Work independently in the absence of supervisor.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and effective working relationships with employees and those contacted in the course of work.
- Provide exceptional customer service to other District staff and the public.
- Effectively represent the District in meetings with the public.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Respond to emergency situations and administer first aid and CPR as necessary.
- Operate a motor vehicle safely and maintain a satisfactory driving record.

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:

RECREATION PROGRAMS COORDINATOR - Equivalent to the completion of the twelfth (12th) grade supplemented by two (2) years of college-level coursework in business, parks and recreation, public administration, or a related field and five (5) years of responsible parks and recreation experience. Possession of Bachelor’s Degree in a related field is highly desirable.

License(s):

- Possession of, or ability to obtain, and maintain, a valid California class C driver’s license with a satisfactory driving record is required. A background check will be conducted.
- Possession of a certification in standard first aid and cardiopulmonary resuscitation.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

- Employees work primarily in an office environment and at indoor and outdoor recreational facilities; travel to different locations; may encounter moderate noise levels, controlled temperature conditions and no direct or infrequent exposure to hazardous physical substances.
- When necessary to work in the field, employees may be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions and may have some contact with chemical agents used in pool maintenance; work and/or walk on various types of surfaces including slippery or uneven surfaces; incumbents may be required to work extended hours including evenings and weekends.
- The employee interfaces with staff, management, and the public in providing customer service, explaining Town policies and procedures, and requesting and providing information.
- Schedule may vary depending on season and/or needs of the business; may be required to work on evenings, weekends, and holidays.

Physical:

- Must possess physical ability and mobility to work in a standard office and recreation facility setting and use standard office equipment, including a computer.
- Ability to operate a motor vehicle and to visit various District and meeting sites.
- Vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone.
- This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment.
- Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information.
- Positions in this classification occasionally lift and carry reports and records that typically weigh less than 20 pounds.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Employees in this class may be subject to drug and alcohol testing under the provisions of the Town's Drug and Alcohol Testing Policy. In accordance with Education Code 10911.5, employees having direct contact with minors must be fingerprinted. In accordance with Public Resources Code 5163, employees must also be free of communicable tuberculosis and as such shall be required to undergo examinations at least once every four years. In addition, all new employees must get tested for tuberculosis when hired, unless the person produces a certificate showing that within the last two years the person has been examined and has been found to be free of communicable tuberculosis and will undergo examination(s) every four years thereafter as a condition of continued employment. Applicants selected must pass a physical exam, which includes drug screening and TB testing, fingerprint background check, and DMV background check, as applicable.

Note: All employees of the Town of Discovery Bay Community Services District are designated by state law to be "Disaster Service Workers." In the event of a declared emergency or any undeclared emergency or natural disaster that threatens the life, health and/or safety of the public, employees may be assigned to assist rescue and relief workers. Such assignments may be in locations, during hours and performing work significantly different from the employees' normal work assignments and may continue through the recovery phase of the emergency.