

**City of Saratoga**  
**Recreation Coordinator (Non-Exempt)/Recreation Supervisor (Exempt)**

**DEFINITION**

Recreation Coordinator is the entry level classification and Recreation Supervisor is the journey level classification of this classification series.

Incumbents in this classification series may be assigned to varying work schedules and weekend work depending on the operational needs of the Recreation and Facilities Department.

**DISTINGUISHING CHARACTERISTICS**

The Recreation Supervisor is distinguished by the Recreation Coordinator by its supervisory responsibility of Recreation Coordinators, the level of responsibility and complexity of duties assigned, and the specific experience and expertise required performing those duties.

The Recreation Supervisor class is distinguished from the next higher level of Recreation and Facilities Director by the latter's full responsibility for the overall operations and delivery of program services by the Recreation and Facilities department.

**Recreation Coordinator** – This is the entry level of this classification series. Under general supervision of a Recreation Supervisor, an incumbent at this level assists in program development and performs planning, coordination, promotion, and supervision of comprehensive sports and recreation programs, events, and activities, including planning, scheduling and implementing recreational activities in a specific program area; recruits, coordinates and supervises the activities of temporary and volunteer staff; assists in the preparation of program budgets and monitors program expenditures; and performs related work as required. The incumbent is expected to exercise judgment and initiative in their assigned responsibilities.

**Recreation Supervisor** – This is the journey level of this classification series. Under administrative direction of the Recreation and Facilities Director, the incumbent at this level is responsible for developing, planning, scheduling, supervising, and administering Sports and Recreation programs, events, and activities designed to reflect the needs of youth, teens, adult and senior citizen populations; supervises Recreation program budgets; trains, directs, and evaluates staff; and performs related work as requested.

## ESSENTIAL DUTIES

The essential duties described below are intended to provide only a summary of the typical functions performed by incumbents in this classification series. This is not an exhaustive or comprehensive list of all possible job responsibilities and the duties of the jobholder might differ from those outlined in the job description.

- Plans, organizes, implements, and promotes a wide variety of year-round sports and recreational programs, events, and activities reflective of the needs of youths, teens, adults and senior citizens.
- Understands recreation objectives set by the Recreation Supervisor or the Recreation and Facilities Director and is able to consistently translate these objectives into meaningful service activities.
- Exhibits effective leadership and instruction skills in the recreation activities for which he/she is responsible. Effectively communicates these skills and techniques to participants and staff members.
- Schedules and staffs sports and recreational classes and programs.
- Negotiates agreements with contract instructors and sets program fees.
- Conducts research and surveys, analyzes results, makes recommendations.
- Develops and monitors performance measures.
- Evaluates program effectiveness on an ongoing basis to meet a diverse population of users.
- Evaluates program effectiveness on an ongoing basis to meet the City's cost recovery goals and objectives for its recreation program.
- Develops community outreach and marketing strategies, prepares and distributes publicity materials through the City's website, news releases, brochures, etc.
- Assists in the development and preparation of up to 4 recreational guides annually.
- Coordinates program and event enrollments and registration.
- Orders, issues, and maintains recreation equipment and supplies; ensures adequate inventory.
- Establishes fees for recreational programs and special events.
- Plans, staffs and supervises a variety of programs including but not limited to the winter and summer camp programs.
- Plans, promotes and organizes special events.
- Interviews, selects, and trains part-time temporary staff and volunteers for duty in a variety of recreation programs and activities.
- Instructs staff on proper work and safety procedures and ensures compliance.
- Acts as liaison with schools and other community groups and organizations.
- Establishes and maintains positive working relationships with co-workers, other City employees, and the public using sound principles of good customer service.

- Conducts facility safety inspections and establishes safety and participation standards to protect participants.
- May perform minor building maintenance duties, i.e., set up, breakdown and clean-up of classes and activities.
- Prepares and oversees budget for each supervised program, summarizing results at program end.
- Staffs the Youth Commission as assigned
- Performs other related duties as assigned.

In addition, the Recreation Supervisor:

- Supervises Recreation Division program budgets.
- Participates in the hiring selection of Recreation Coordinator incumbents and plans, organizes, determines workload and schedules, trains, and evaluates staff.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of:

- Principles, practices, and techniques of planning recreation programs, activities, and special events planning.
- Budgeting preparation, monitoring, and management of recreation division programs.
- Principles of performance measurement.
- Youth, Teen, Adult, and Senior Citizen recreation activities and trends.
- Recreation safety practices and first aid.
- Group dynamics and management of structured and unstructured recreation activities.
- Principles and practices of customer service and conflict resolution.
- Principles of supervision, training, and evaluation.
- English usage, spelling, grammar, and punctuation, vocabulary, and composition.
- Effective marketing and community outreach strategies.
- Recordkeeping and records management.
- Office practices and procedures.
- Basic bookkeeping and mathematics.
- Computer equipment and software applications related to assignment;

Ability To:

- Remain calm in difficult situations and circumstances.
- Respond politely and courteously to citizen inquiries and complaints.
- Act quickly in emergencies.

- Hear and speak to communicate effectively orally and in writing with a wide variety of people and age groups.
- Demonstrate recreational activities, games, crafts, and athletic techniques.
- Organize recreational activities, special events, and meet cultural needs.
- Work varying schedules including evenings, weekends, and holidays as assigned.
- Maintain accurate records, prepare reports, and conduct research and analysis.
- Read and interpret policies, rules, and procedures.
- Develop effective communications for recreation program users.
- Prepare promotional materials.
- Operate computer equipment and software applications related to assignment.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work with various cultural and ethnic groups in a tactful and respectful manner.
- Work independently with minimal supervision.
- Exercise sound judgment and decision making.
- Select, train, supervise, and evaluate staff as assigned.
- Coordinate office functions.
- Prepare and maintain accurate records and reports.
- Communicate clearly, concisely and persuasively, both orally and in writing.

## **EDUCATION, TRAINING AND EXPERIENCE**

Bachelor's degree from an accredited college or university with major coursework in recreation administration, leisure services, or a closely related field.

**Recreation Coordinator:** A minimum of at least two (2) years of responsible experience coordinating a variety of recreation programs and services, preferable in a municipal setting.

**Recreation Supervisor:** A minimum of at least five (5) years of responsible experience coordinating a variety of recreation programs and services, preferable in a municipal setting, which must include at least one (1) year of supervisory experience including planning, organizing, determining workload and schedules, training, and evaluation of staff.

### **Licenses:**

Must possess and maintain a valid California class C driver's license and a satisfactory driving record.

At the option of the appointing authority or the City, persons hired into this class may be required to either possess at entry or obtain within specified time limits designated licenses, certifications or specialized education and training relevant to the area of assignment.

**SPECIAL REQUIREMENTS:**

**Work Environment and Physical Demands**

The incumbent must possess mobility to work in a standard office setting and to use standard office equipment, including a computer, and to attend meetings at various sites within and away from the City, and have availability to work off-hours shifts or events as required; strength to lift and/or move tables, chairs, equipment and materials weighing up to 40 pounds; mobility to lead groups in activities involving steep or rough terrain; ability to work outdoors in a variety of weather and temperature conditions; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Under California law (California Government Code Section 3100-3109), all City of Saratoga employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Saratoga employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.