

## **LEISURE SERVICES COORDINATOR**

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### **DEFINITION**

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Under general supervision, plans, coordinates, and participates in leisure services programs; performs related duties as required.

### **REPRESENTATIVE DUTIES**

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*The duties listed below are examples of the work typically performed by the employee of this class. Not all assigned duties may be listed and some assigned duties may not be listed below.*

1. Plans, organizes and participates in recreational activities associated with the after school child care programs, youth sports programs, and special events; exercises technical and functional supervision over seasonal and volunteer staff.
2. Coordinates and leads youth sports programs; sets up league structure and tournaments; prepares program schedules; procures and issues equipment and supplies; accepts registration and makes deposits; prepares monthly program evaluation reports.
3. Coordinates recreation activities with outside community agencies and organizations for special events and programs; prepares promotional materials, correspondence, reports and informational bulletins.
4. Provides information about the various recreation programs to the public; communicates with parents, participants, volunteers, school district representatives and staff.
5. Selects, trains, and supervises part-time and volunteer staff; maintains records related to assigned programs; develops and maintains logs and other information tracking systems.
6. Assists in the preparation of the assigned recreation budget in specified areas; monitors recreation expenses.
7. Attends and participates in meetings related to the various department programs and special events; stays abreast of new trends and innovations in the field of recreational services and developments.
8. Enforces rules and regulations to assure the safety and welfare of participants.
9. Provides office coverage and assistance to the Leisure Services Division; and performs related duties as assigned.

## **EMPLOYMENT STANDARDS**

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### **Education and/or Experience**

Upper division college coursework in recreation administration or a related field and one year of experience in the organization of youth and adult recreational activities, including experience with youth sports and special interest classes or any combination of training and experience that provides the desired knowledge and abilities.

### **Knowledge of:**

Public relations methods and techniques; marketing strategies; methods and techniques of planned recreation; sports and recreational activities suitable for children, youth and adults; principles and practices of supervision; budget monitoring; mathematics, grammar and spelling.

### **Ability to:**

Supervise others in conducting recreational activities; establish and maintain effective working relationships with superiors, peers, subordinates and the general public; communicate effectively both verbally and in writing; prepare reports and correspondence; understand and follow verbal and written directions; understand and apply policy and procedures; exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs; deal constructively with conflict and develop effective resolutions; operate a computer.

### **Special Requirements**

Possession of or ability to obtain a valid California Driver's License may be required.

### **Physical Demands**

Sitting, standing, walking, some stooping, and bending. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects up to 25 lbs. such as files, stacks of paper and other reference materials. Moving from place to place within the office; some reaching for items below and above desk level. Strength, dexterity, coordination and vision to use a keyboard and video display terminal.

## **WORKING CONDITIONS**

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Environment is generally clean with limited exposure to conditions such as dust, fumes, odors, or noise. Video display terminal is used on a daily basis.

Date Adopted: August 17, 2001