

## **Recreation Services Coordinator**

**Distinguishing Features of the Class:** Work involves planning, coordinating, and helping to develop recreation services for youths on a community-wide basis, implementing recreation programs and supervising their implementation and staffing. Work is performed under the general supervision of the Youth Bureau Director. Supervision is exercised over other personnel. Does related work as required.

### **Typical Work Activities:**

Plans, develops and coordinates recreation programs for youth;

Oversees program implementation;

Oversees activities in progress;

Prepares program publicity;

Performs administrative duties such as ordering of materials and supplies, authorizing hours of work, purchasing, preparing budgets and making reports;

Attends meetings and other sessions related to recreation and other youth programs;

Assists in compilation of data and reports related to recreation and other youth programs.

### **Full Performance knowledge, skills, abilities and personal characteristics:**

Thorough knowledge of youth recreation programs. Thorough knowledge of rules and regulations affecting recreation programs. Thorough knowledge of staffing requirements and techniques. Good knowledge of accounting and payroll functions affecting departmental operations. Ability to relate to youth and their needs. Ability to serve as a youth advocate. Ability to set and meet goals. Ability to give clear verbal and written directions and instructions and to communicate with subordinates and superiors. Well organized, creative, and resourceful. Physical condition commensurate with position.

### **Minimum Qualifications:**

1. An associate degree in recreational or human services programming or a related field; or
2. Graduation from high school or possession of a high school equivalency diploma and three (3) years of progressively responsible experience in program development and administration; or
3. Or equivalent combination of experience and training as defined by the options above.

Date approved 1/1/1986

Date Revised 11/12/2019

Classification - Non-Competitive