

# CITY OF BURBANK

## RECREATION COORDINATOR

### DEFINITION

Under direction, coordinates, organizes, and conducts a variety of recreational, cultural, and community service programs, including, but not limited to, day camps, aquatics, youth, seniors, sports, teens, classes, cultural arts, special events, child care and nature programs; develops and plans program activities, services, and registrations; coordinates contractual services; and perform related work as required.

### ESSENTIAL FUNCTIONS

Under direction, plans, organizes, publicizes, coordinates, and conducts a comprehensive offering of recreation classes and community events; handles multiple tasks and assignments; assists with facility maintenance, programming, and monitoring of facility use; ensures necessary precautions are taken for the safety of participants and spectators; assists in the development and evaluation of programs and services; interviews, assesses, trains, supervises, and evaluates employees; may provide feedback on the services provided by contractors and volunteers; assists with staff meetings and in-service training; coordinates registration, fee collection, and record keeping; acts as liaison with school district and other agencies; prepares and presents written and oral reports as requested; designs, evaluates, and recommends additions or modifications to programs or activities; determines facility equipment, scheduling, and staffing requirements of programs and events; may administer operational and program budgets; enforces policies and procedures; renders routine first aid when needed; operates general office equipment including personal computers; establish and maintain effective working relationships with supervisors, fellow employees, and the public; drives on City business.

### MINIMUM QUALIFICATIONS

#### Employment Standards:

- Knowledge of – recreation and leadership techniques; the principles and practices of sound personnel management and supervision; spelling, grammar, and punctuation.
- Skill in – operating computers and related software.
- Ability to – lead and train others; evaluate and coordinate numerous programs; motivate and guide staff; understand community needs; understand and implement written and oral instructions; maintain records; communicate effectively orally and in writing; establish and maintain effective working relationships with supervisors, fellow employees, contractors, and the public.

**Education/Training:** Graduation from an accredited college or university with a bachelor's degree in Recreation, Physical Education, Social Science, Public Administration, Leisure Studies, or a related field and two years of paid leadership experience in a recreational, cultural, social, or community services program. **NOTE:** A degree is preferred. However, additional paid leadership experience may be substituted for the required education on a year-for-year basis for a maximum of two years. A Master's Degree in Recreation, Physical Education, Social Science,

Public Administration, Leisure Studies, or a related field may be substituted for one year of the required paid leadership experience.

**License & Certificates:** A valid California Class "C" driver's license or equivalent at time of appointment. Valid Cardiopulmonary Resuscitation (CPR), Communicable Disease, and First Aid Certificates from authorized providers, as determined by the Management Services Department, within six months of appointment.

#### **SUPPLEMENTAL INFORMATION**

**Desirable Qualifications:** Ability to communicate in a second language.