

EAST BAY REGIONAL PARK DISTRICT

**RECREATION COORDINATOR**

**GENERAL FUNCTION:**

Under supervision, plans, coordinates, and leads recreational programs and special events for diverse public audiences that address broad-ranging recreational user trends. Performs record keeping and administrative support for the Recreation unit, and other work as required.

**ESSENTIAL FUNCTIONS:**

Organizes and implements special events, fee classes and recreation programs; conducts market research and fee structure analyses; researches, recommends and contacts potential instructors, service providers and participants; provides contract management oversight; monitors the budget including authorizing expense reports and purchases; coordinates marketing and promotional efforts; publicizes recreation services through a variety of media; supervises a small number of regular staff as well as temporary and seasonal employees; facilitates the delivery of recreation programs with a variety of as needed services, such as: procures program materials and supplies, staff training, responds to inquiries, registers participants, collects fees, and performs hands-on service delivery tasks; prepares narrative and statistical reports, analyses and recommendations.

**OTHER FUNCTIONS AND DUTIES:**

Performs related duties as assigned.

**MINIMUM QUALIFICATIONS:**

- Education: Bachelor's Degree from an accredited college or university, with major work in Recreation, Park Management, Public or Business Administration, or closely related area, and
- Experience: One year of recent experience in recreation program planning or delivery. Supervisory experience is highly desirable.
- Substitution: One additional year of appropriate work experience may be substituted for one year of the required college education. Bachelor's degrees not related may be corrected by completion of twelve or more semester units of Recreation-specific course work.

OR AN EQUIVALENCY OF EDUCATION AND EXPERIENCE

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of the parks and recreation field, with particular emphasis on outdoor recreation and contracted classes. Effective verbal and written communication skills. Knowledge of recreation program design and development. Ability to market and promote a wide variety of programs to diverse populations. Ability to establish and maintain positive and cooperative working relationships with those contacted in the course of work at all levels, including a culturally diverse general public, with a focus on quality service to internal and external customers.

SPECIAL CONDITIONS OF EMPLOYMENT:

A valid California driver's license is a condition of initial and continued employment in this classification. Current certification in First Aid and CPR are conditions of initial and continued employment in this classification. May be required to work unusual hours, weekends and holidays. May be required to wear a District uniform.

REPORTS TO: Recreation Supervisor

SUPERVISES: Regular and/or temporary employees, seasonal employees and volunteers.