



## JOB DESCRIPTION

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**JOB TITLE:** Recreation Coordinator

**JOB CODE:** 3120

**DEPARTMENT:** Community Services/Parks & Recreation

**FLSA STATUS:** Exempt

**REPORTS TO:** Recreation Supervisor

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### SUMMARY OF JOB PURPOSE

Plans, develops, implements, evaluates, and supervises recreation programs, including before-and-after school programs, day camp programs, special interest classes, teen programs, youth and adult sports, special events, and other leisure activities at either Carson Valley or Lake Tahoe program locations.

### ESSENTIAL FUNCTIONS

1. Develops and oversees recreation programs such as teen activities, youth camps, senior activities, after-school programs, officials training, and other recreation-related special events; meets with the public and program participants and/or sponsors to promote and implement community special events such as fun runs, dances, festivals, after-school events, sports, tournaments, etc.; drives County vehicles on trips to transport participants; assists the Recreation Supervisor with any other programs and projects as needed.
2. Assists the general public, customers, and/or county employees in person or by phone answering inquiries related to department services, programs, and records; receives complaints and attempts to resolve them; explains rules, policies, and procedures; explains the proper use and completion of forms and documents; refers matters requiring policy interpretation to supervisor for resolution.
3. Posts and consolidates an assortment of statistical information on activities and prepares a variety of routine informational and/or statistical reports; reviews revenue and expense receipts and handles petty cash, bank deposits, reconciliations, etc.; tracks receipts and registrations via the computer; purchases and maintains supplies and equipment; evaluates programs and implements changes to ensure cost effectiveness and desired objectives of activities.
4. Prepares a variety of general correspondence, legal documents, articles, newsletters, activity calendars, and/or instructions; prepares flyers, brochures, and other promotional information to assist in marketing programs; assists with other departmental office duties as necessary.
5. Performs site and program visitations to ensure quality of program and safety of participants during activities; performs general building maintenance as necessary, including set-up and take-down of furniture and/or equipment for meetings, classes, and other special events; operates audiovisual equipment as needed.
6. Supervises assigned staff, including part-time employees, contract instructors, sports officials, and volunteers; prioritizes and reviews work to assure work quality and the timely accomplishment of assigned duties and responsibilities; participates in the interview process and training of new employees; listens and responds to employee problems, concerns, and complaints and suggests solutions that may rectify the situation; assists with disciplining employees and preparing performance evaluations; prepares work schedules; verifies employee timesheets.

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This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



## JOB DESCRIPTION

### Recreation Coordinator

7. May be responsible for the department web page designs and updates including the redesign of existing web pages, informational updates, creation of new pages, and maintenance of forms and links.

#### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### EDUCATION and/or EXPERIENCE

Bachelor's Degree in Recreation Management, Leisure Services, or other related field, plus four (4) years full-time paid professional experience in recreation or sports programming; or an equivalent combination of education and experience that could provide the required knowledge, skills, and abilities.

#### LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; write routine reports and correspondence; speak effectively before the general public and/or employees of the County.

#### MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; apply concepts of basic algebra and geometry.

#### REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; deal with problems involving several concrete variables in standardized situations.

#### OTHER KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of data collection and analysis methods; basic to intermediate skill in word processing, Desktop publishing, and spreadsheet software required; knowledge of Americans with Disabilities Act (ADA) in the application of programs, services and activities; ability to work with a diverse population both in age, needs, and culture and to effectively work with the public, schools, community groups, etc.; basic understanding of marketing strategies.

#### CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License with an acceptable driving record; Certified Parks and Recreation Professional (CPRP) certification and current CPR and First Aid certifications preferred; must be able to successfully pass a drug test, background, and fingerprint check.

#### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift

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## JOB DESCRIPTION

### Recreation Coordinator

and/or carry up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

#### **WORKING ENVIRONMENT**

While performing the duties of this job, the employee is frequently exposed to outside weather conditions and the noise level in this environment is usually loud.

**I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.**

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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