

CITY OF GLENDALE

TITLE: Senior Recreation Coordinator CLASS CODE: 445
REPORTS TO: Recreation Supervisor GRADE: 27
DEPARTMENT: Parks & Recreation FLSA: E
JOB SPECIFICATION DATE: July 1, 2005 bwg

JOB SUMMARY

Plans, organizes, and supervises the activities and staff of a recreation center or program within the Parks and Recreation department.

ESSENTIAL FUNCTIONS

1. Plans, organizes, and supervises the activities and staff of a recreation center or program.
2. Participates in establishing goals and objectives for the department; establishes goals and objectives for area of responsibility.
3. Participates in planning the department budget; prepares cost estimates for budget recommendations; monitors the budget for area of responsibility.
4. Recruits, selects, trains, and monitors regular and temporary staff.
5. Performs on-site program inspections and evaluations to ensure compliance with program and safety policies and procedures.
6. Conducts research and analysis, recommends and establishes schedules and fees for programs and events in area of responsibility.
7. Investigates and resolves complex or sensitive citizen complaints or problems.
8. Conducts assessments on program expansion, development of new facilities, and renovations to existing facilities, and renovations to existing facilities.
9. Coordinates activities with those of other departments and outside agencies and organizations.
10. Performs research, analyzes findings, prepares recommendations for changes in recreational programming; monitor and evaluates program outcomes.
11. Prepares reports on recreation activities and other statistics in area of responsibility.
12. Develops yearly program calendar for area of responsibility.
13. Interprets and enforces department policies, procedures, and regulations.
14. Determines distribution materials and methods to promote recreation programs.
15. Monitors the purchase, use and care of recreation equipment.
16. Participates in the preparation of grant applications.
17. Acts as liaison to community groups and agencies.

SECONDARY FUNCTIONS

18. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

Principles, methods, and practices of planning and providing community based recreational services
Principles, methods, and practices of developing and implementing senior and youth care and related activities and programs
Budget development and monitoring; program administration
City policies and procedures, community demographics, and recreational issues
Methods and procedures of recreation facility maintenance and operations, recreation, cultural, and social needs of the community

Ability to:

Effectively plan and organize the activities or program areas
Effectively supervise, train, and develop employees
Conduct research, analyze findings, and make recommendations; monitor contracts and agreements in area of responsibility
Design, implement, and administer programs; prepare reports
Effectively communicate verbally and in writing
Establish and maintain effective working relationships with city staff and the public
Interpret and apply city laws, regulations, policies, and procedures related to recreation indoor and outdoor events and programs

WORKING CONDITIONS

Office setting with frequent field visits and inspections. Occasionally transports recreational equipment.

MINIMUM QUALIFICATIONS

Bachelor's degree in recreation administration, leisure services, or a related field and three years of experience in professional recreation work and recreational planning including one year of supervisory experience.

Any equivalent combination of training, experience, and education that provides the required knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENTS

Valid Arizona driver's license
Cardiopulmonary resuscitation certification and First Aid Course certification
May be required to work evenings, weekends, and holidays