



AMBROSE RECREATION & PARK DISTRICT
3105 Willow Pass Road, Bay Point, CA

JOB DESCRIPTION

RECREATION COORDINATOR

DEFINITION:

Under the general direction of the General Manager, the Recreation Coordinator plans, organizes and directs a District wide recreation program and performs related work as required.

DISTINGUISHING CHARACTERISTICS:

This position is characterized by having responsibility for the planning and supervision of promotional projects, special events and youth sports activities. The Recreation Coordinator will also research and apply for grants to maintain programs and special events.

ESSENTIAL FUNCTIONS:

- Initiate, plan and promote special events throughout the year directed at all age levels and geographic areas of the District, coordinating all items with the General Manager.
- Develop a publicity program, design, print and distribute activities newsletters.
- Plan and staff facilities activities, sports programs and contract classes.
- Analyze and evaluate existing programs and special events and make recommendations concerning programs.
- Coordinate recreation activities and events with District staff and other organizations.

OTHER JOB FUNCTIONS:

- Direct the publicity and public relations necessary to effectively conduct programs.
- Purchase equipment and supplies as needed for programs and special events.
- Research and apply for various grants.
- Performs other related tasks as assigned by the General Manager.
- Work hours must be flexible, working evenings, weekends and holidays when needed

DESIRABLE QUALIFICATIONS:

Knowledge of:

- The principles and techniques of recreation including aquatics and sports.
- Follow oral and written orders.
- Techniques and methods used in preparation and dissemination of public information, promotional activities and public relations program.
- Significant creative organizational and leadership skills as well as strong public relations.

Ability to:

- Establish and maintain effective working relationships and communications with fellow colleagues, various groups and organizations, the general public and other public entities.
- Recognize and analyze programming needs of a diversity of communities.
- Communicate effectively both orally and in writing.

OTHER QUALIFICATIONS:

Must possess a valid California driver's license

Fingerprint clearance is required

Possess CPR and First Aid Certification within three (3) months from date of hire

EXPERIENCE & EDUCATION:

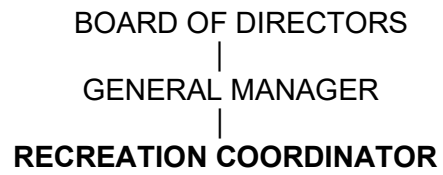
This position requires three to five years of professional experience in a recreation programming/supervisory position. A bachelor's degree in Parks and Recreation or related fields is desirable (at least five years of proven experience may be substituted for this degree).

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Work activities may require working within an office and an outdoor and recreational environment.
- May include performance of recreation equipment set up and take down which would include lifting of tables, chairs and a variety of recreation equipment.
- May require lifting equipment or supplies up to 50 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ORGANIZATIONAL RELATIONSHIP:



“CREATING COMMUNITY THROUGH PEOPLE, PARKS AND PROGRAMS”

(Revised 11/2011)