



Job Code: 0169  
FLSA: NE  
Unit: PCEA  
Revised:

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## RECREATION COORDINATOR

### DEFINITION

The Recreation Coordinator has primary responsibility for designing, developing, implementing and evaluating recreation programs, including staff, equipment, supplies and facilities and is the journey level professional classification.

### SUPERVISION RECEIVED/EXERCISED

Receives general supervision from a Recreation Supervisor. Exercises direct supervisory responsibility for part-time and seasonal staff within assigned programs.

### TYPICAL DUTIES

1. Develops and implements assigned recreation programs including securing facilities, supplies and equipment; selecting, training and evaluating staff; scheduling and promoting activities; and evaluating results. Schedules staff, programs and facility usage.
2. Ensures program staff, equipment and supplies are available and ready prior to the start of program activity.
3. Trains, supervises and evaluates program staff including part-time, temporary and volunteer staff.
4. Ensures activities run smoothly and according to program objectives and guidelines, and general departmental philosophy. Makes recommendations for improvement in programming where needed.
5. Maintains a variety of program records including attendance, accounting, accident/incident reports and citizen concerns.
6. Receives and accounts for program user fees.
7. Enforces City and department rules and regulations.
8. Performs routine facility/equipment maintenance tasks.
9. Renders basic First Aid/CPR as necessary.
10. Receives, researches, responds and forwards citizen complaints.

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**MINIMUM QUALIFICATIONS**

**Knowledge of:**

1. Recreation, cultural, human services, and social needs of the community.
2. Modern theories, techniques, and methods for planning, implementing, and maintaining a variety of recreation, leisure, and human services activities and programs through community participation.
3. Principles and practices of program administration including budgeting, purchasing, and personnel management.
4. Principles and techniques used in recreation programming, supervision and performance management.

**Ability to:**

1. Organize people, supplies, equipment and facilities.
2. Plan, schedule and evaluate activities.
3. Administer basic First Aid/CPR.
4. Work evenings, weekends, extended hours and during community events.

**Skill to:**

1. Develop, coordinate, and implement suitable recreation and community services programs.
2. Analyze, interpret and explain department policies and procedures.
3. Supervise, train, and evaluate subordinates.
4. Establish and maintain effective working relationships with public groups, agencies, the media, and others contacted in the course of work. Evaluate and resolve problems and conflicts.
5. Communicate effectively, both verbally and in writing. Write clearly and keep organized records.
6. Exercise good judgment, tact, and courtesy.

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**Education and Experience:**

Any equivalent combination of training and experience that would provide the knowledge, skills and abilities required to perform the essential duties of the job. A typical way to do this may be:

Graduation from an accredited college with a bachelor's degree in recreation or a related field and one to two years progressively responsible experience in the field.

**License:**

1. Possession of a valid Class C California driver's license.

**Certification:**

Certification in CPR and First Aid are required. Other certifications are desirable for verification of skills in specific program areas.