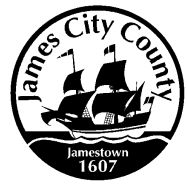


**TITLE:** Recreation Program Coordinator (Youth and Teens)/**Position No.:** 382

**DEPARTMENT/DIVISION:** Community Services/Parks and Recreation

**SUPERVISED BY:** Recreation Operations Coordinator



**NATURE OF WORK:**

- Performs *advanced professional* work in the planning, development, supervision, management, and evaluation of youth and teen programs, classes, and activities.

**PRIMARY DUTIES:**

- Coordinates and manages multiple elementary and middle school State licensed Before And After School Programs and summer camps, teen-focused volunteer and leadership and career development classes and initiatives, and community partnerships.
- Hires, supervises, trains, and evaluates multiple full-time and part-time staff and volunteers.
- Serves as a primary contact, liaison to County staff and community partners, and training resource for matters pertaining to State licensure and best practices in childcare/recreational settings.
- Prepares, develops, and monitors the annual budget, performance measures and statistics, program and service evaluations, marketing efforts, and other daily administrative functions.

**JOB PREPARATION NEEDED:**

- Requires a Bachelor's Degree in Recreation or related field, preferably from a National Recreation and Parks Association (NRPA) accredited college or university; and considerable experience in State licensed programs, recreation program planning, implementation, and evaluation, and leading and supervising diverse staff and volunteers; or any equivalent combination of acceptable education and experience.
- Knowledge of varying types of demographics and associated needs and experience in planning a wide range of recreation activities.
- Considerable knowledge of child growth and development and safety and health practices of varying age groups and abilities.
- Knowledge and application of current State licensure standards and best practices in day care and recreational settings.
- Knowledge and ability of shared leadership in the daily implementation of specific programs.
- Ability to work effectively in a team setting and with children, families, staff, and community partners and contacts.
- Ability to lift and carry as much as 50 pounds for as long as 300 feet.
- Ability to solve complex problems and work efficiently and effectively under pressure such as deadlines or emergencies.
- Ability to demonstrate strong written and verbal communication skills.

**POST OFFER REQUIREMENTS:**

- Post-offer credential check
- Post-offer driving record check
- Post-offer criminal history, CPS registry, and sex offender record check
- Post-offer drug

**INTRODUCTORY PERIOD:** Six-month probationary period.

**POST HIRE REQUIREMENTS:**

- Completion of tuberculosis (TB) test (within 30 days of hire, then every two years).
- Completion of CPR for the Professional Rescuer certification (every two years).
- Completion of First Aid certification (every three years).
- Completion of Medicine Administration Training certification (every three years).
- Completion of OSHA training (annually).

**JOB LOCATIONS AND CONDITIONS:**

- Duties performed in assigned office location, school sites, and indoor and outdoor recreation and County facilities and programs.
- Performs work safely in accordance with County safety policy and procedures and specific departmental safety procedures.
- Operates equipment safely and in accordance with training, wears appropriate personal protective equipment, and reports any unsafe work conditions or practices to supervisor.
- Must be able to work a flexible schedule, including some early mornings, late evenings, and weekends.
- Requires being on-call on a regularly scheduled basis to respond to emergency situations.
- Requires the ability to travel among various work sites.
- Performs other duties as assigned.

**CAREER LADDER CLASS:**

- Recreation Operations Coordinator

**NEXT CAREER LADDER STEP:**

- Superintendent of Recreation Services

**GENERAL APTITUDES AND PHYSICAL REQUIREMENTS:**

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needs to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

**I. MENTAL ABILITIES:**

- Must have ability to reason and make judgments, to understand and follow oral instruction, to understand and follow written instruction, to guide and/or give instructions, and to make decisions in accordance with established procedures and policies.

**II. VERBAL ABILITIES:**

- Must have ability to understand meanings of words and ideas associated with them and to use them effectively, to comprehend language, to understand relationships between words, to understand meanings of whole sentences and paragraphs and to present information or ideas clearly.

- Speaking/Talking: Must have ability to answer telephone, radio or switchboard; communicate with County officials, communicate with general public, communicate with vendors, communicate with supervisors and/or with other employees.
- Hearing/Listening: Must have ability to distinguish between different tones; communicate with County officials, public, vendors, supervisors and/or other employees.
- Reading: Must have ability to read and understand text.

### **III. NUMERICAL:**

- Must have ability to mentally perform arithmetic operations quickly and accurately, including the ability to mentally perform accurate two digit calculations and ability to perform accurate calculations aided by a calculator, adding machine or measurement device.

### **IV. SPATIAL ABILITIES:**

- Must have ability to comprehend forms in space and understand relationships of plane and solid objects, frequently described as the ability to “visualize” objects of two or three dimensions or to think visually of geometric forms.

### **V. MOTOR COORDINATION:**

- Must have ability to coordinate eyes and hands/fingers rapidly and accurately in making precise movements with speed and to make a movement response accurately and quickly.

### **VI. MANUAL DEXTERITY:**

- Must have ability to move hands easily and skillfully and to work with hands in placing and turning motions; i.e. using a telephone, radio/console, calculator, copy machines, fax machine, postage machine, hand tools, and computer keyboard and mouse.

### **VII. FINGER DEXTERITY:**

- Must have ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. Example: Use of pen/Snack Preparation using small preparation tools.

### **VIII. PHYSICAL DEMANDS:**

- Strength: Must have ability to occasionally lift 50 lbs. or more, push/pull 50 lbs. or more, and carry/hold 15-50 lbs. Must have ability to manipulate materials and/or equipment from: ground to waist.
- Climbing: Must have ability to climb approximately three or more flights of stairs.
- Standing, sitting, walking, running: Must have ability to frequently (3-5 hours/day) stand, frequently (3-5 hours/day) sit, occasionally (1-3 hours/day) walk, and occasionally (0-1 hours/day) run. Must be able to walk and run over flat terrain.
- Stooping, kneeling, crouching, and/or crawling: Must have ability to bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees 5-20 times per day.
- Reaching, handling, fingering, and/or feeling: Must have ability to stretch out, extend, or put forth a bodily part, to touch or grasp something, by extending or stretching, to touch, lift, hold or operate with hands 5-20 times per day.
- Seeing: Must have ability to perceive or comprehend by the sense of sight including peripheral vision, night vision, focus, color perception, and depth perception.

## **IX. DRIVING:**

- Must have ability to drive automatic transmission: car, van, and small truck.

Updated: May 18, 2011

382\_RecProCoord\_YouthTeens