

Greater Vallejo Recreation District Job Description

Classification Title	Recreation Coordinator
FLSA Status	Non-Exempt
Salary Grade	46S
Reports To	Recreation Supervisor

GENERAL SUMMARY

This position is responsible for planning, developing, and supervising a variety of recreational programs, managing the care and maintenance of District facilities, processing permits and payments, recruiting, training and supervising staff, monitoring budgets, and preparing promotional material and marketing special events.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Supervises the work of assigned personnel, including assigning and reviewing work, providing guidance, and conducting performance evaluations.
- Plans, organizes, schedules, promotes, evaluates, and leads recreational activities in area of assignment.
- Reviews applications and enters reservations in recreation software. Schedules meetings with customers/general public, processes permits and payments, assists with event layouts, and enforces rules and regulations.
- Ensures the safety of equipment, building, and surrounding areas through inspections and takes action to resolve any issues.
- Monitors budget revenues and expenditures. Completes monthly cash flow report and annual end of year report. Proposes new fiscal year budget and justifications.
- Responsible for preparation of programmatic annual budget and justifications.
- Respond to questions, complaints, and emergency situations. Takes appropriate courses of action and notifies supervisor whenever necessary.
- Prepare a variety of administrative and financial reports on activities and operations. Orders supplies, as needed. Maintains records and invoices.
- Develops a strategic action plan for area of responsibility incorporated as part of the development and implementation of Division and District goals and objectives.
- Completes activity guide list and proposes new programs for the organization. Markets and advertises for new programs.
- Collects fees for classes and/or programs. Issues receipts, balances and reconciles accounts, and submits to Finance Department.

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- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

- Work requires supervising and monitoring performance for a regular group of employees (1 or more full-time employees) including providing input on hiring/disciplinary actions and work objectives/ effectiveness, performance evaluations, and realigning work as needed.

HUMAN COLLABORATION & JOB IMPACT

This area describes the personal interaction with others outside direct reporting relationships as well as the impact the job has on GVRD, the department or unit objectives, the output of services, or employee or public satisfaction.

- Interactions and communications may result in recommendations regarding policy development and implementation. May also evaluate customer satisfaction, develop cooperative associations, and utilize resources to continuously improve customer satisfaction. The impact the job has on GVRD is limited in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

This section describes the accountability and participation if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.

- Position has moderate fiscal responsibility. May be responsible for the billing, collection and/or accounting of funds. May be responsible for the handling and balancing of cash.

MINIMUM QUALIFICATIONS

Required Education and Experience

- Associate degree or two (2) years of College in Business, Public Administration, Event Planning or a related technical discipline
- Three (3) to five (5) years' experience in project, program, and/or event management
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

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Required Licenses or Certifications

- American Red Cross First Aid and CPR

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- English grammar, spelling, and punctuation
- Principles and practices of basic bookkeeping
- Modern office procedures, methods and computer equipment, including applicable software
- Principles, practices and procedures utilized in administering recreation, leisure services, and community service programs
- Basic supervisory principles and practices
- Basic budgeting practices
- Building policies and procedures
- Project management
- Marketing tools and planning

Skill in:

- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships
- Performing a variety of duties, often changing from one task to another of a different nature
- Performing basic mathematical functions such as addition, subtraction, multiplication, division, percentages, and ratios
- Customer service
- Organization and time management

Ability to:

- Meet schedules and deadlines of the work
- Understand and carry out oral and written directions
- Accurately organize and maintain paper documents and electronic files
- Maintain the confidentiality of information and professional boundaries
- Prepare and maintain accurate records and reports

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- Communicate skillfully orally and in writing
- Establish and maintain cooperative and effective relationships with those contacted in the course of the work
- Develop strategic action plans for building and surrounding areas
- Compile statistical data

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes	Frequently or Often
Office or similar indoor environment			X
Outdoor environment			X
Street environment (near moving traffic)		X	
Construction site		X	
Confined space	X		
Vehicle		X	
Warehouse environment	X		
Shop environment	X		
Other	X		
Exposures	Seldom or Never	Sometimes	Frequently or Often
Individuals who are hostile or irate		X	
Individuals with known violent backgrounds		X	
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)		X	
Communicable diseases		X	
Moving mechanical parts	X		
Fumes or airborne particles	X		
Toxic or caustic chemicals, substances or waste	X		
Loud noises (<i>85+ decibels such as heavy trucks, construction</i>)		X	

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WORKING CONDITIONS & 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.

- This position is relative free from unpleasant environmental conditions or hazards and requires *medium physical effort*. Incumbents may be required to exert up to 35 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

EEO STATEMENT

GVRD is an equal opportunity employer.

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ACKNOWLEDGEMENT

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. This is not an exhaustive list of all duties and responsibilities. GVRD reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. Directly related experience/education beyond the minimum stated may be substituted where appropriate at the discretion of the Human Resources Department.

Please sign, date and present this receipt and acknowledgment form to the Human Resources Department. This receipt and acknowledgment form will be kept in your personnel file.

Employee Name (Print)_____

Employee Signature:_____ Date:_____



Date created	12/14/2020
Dates revised	11/9/2021