



ADOPTED: July 2025

City Manager Approval:

FLSA: Non-exempt

## **RECREATION COORDINATOR**

### **DEFINITION**

Under general supervision, supports the planning, coordination, and promotion of recreation programs, including youth and adult sports, camps, classes, special events, and senior activities. Oversees part-time staff, contract instructors, and volunteers while ensuring safe and positive program environments. Supports daily recreation program operations through customer service, budgeting assistance, scheduling, and administration. Evening and weekend hours may be required based on program needs.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direct supervision from the Recreation Manager . Assists with supervision of part-time staff, contract instructors, and volunteers.

### **CLASS CHARACTERISTICS**

This is a specialized classification, performing recreation leadership duties in the Recreation Department. Assignments are performed in support of the Recreation Department.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Plans and oversees a variety of recreation programs, which may include youth and adult sports, fitness classes, senior programming, aquatics, contract classes, seasonal camps, and special events.
- Oversees budgets for assigned programs and events. Uses cost recovery tools to set participant fees and recommends future budget needs based on program goals and expected expenses.
- Coordinates scheduling and use of recreation facilities and athletic fields for city programs, public rentals, and community groups.

- Builds and maintains relationships with the school district, local preschools, and community organizations to promote programs, encourage participation, and support collaborative efforts.
- Addresses participant concerns, resolves conflicts, and enforces rules in a respectful and professional manner.
- Provides friendly, professional customer service in person, by phone, and via email; assists with program registration and inquiries, resolves concerns or complaints when possible, and represents the department in a positive and helpful manner.
- Performs duties independently using sound judgment and initiative, while operating within established policies and procedures.
- Uses digital tools for registration, facility scheduling, marketing, communication, staff scheduling, and program outreach.
- Implements and enforces safety and risk management procedures during programs and events; completes incident reports and ensures part-time staff follow proper reporting protocols.
- Demonstrates a commitment to diversity, equity, and inclusion by supporting accessible, welcoming programs that reflect the needs of Calistoga's diverse community.
- Contributes to a positive, team-oriented work culture that reflects Calistoga's commitment to service, community, and professionalism.
- Collaborates with other City departments to coordinate logistics, ensure safety, and support the effective delivery of programs, events, and facility operations.
- Plans and coordinates city-sponsored special events, including scheduling, logistics, vendor communication, staffing, and volunteer coordination. Provides hands-on support for events by setting up equipment, preparing facilities, and ensuring smooth on-site logistics.
- Tracks attendance, registration, and budget data for assigned programs; completes cost recovery sheets and other evaluation tools to support department reporting and decision-making.
- Oversees, schedules, trains, and evaluates part-time staff, volunteers, and contract instructors to support the delivery of programs and events. Recruits, trains, schedules, and oversees volunteers to support recreation programs and events.
- Provides oversight of contract instructors, including planning, scheduling, and assigning work; assists the Recreation Manager in developing contract agreements and monitors their implementation to ensure all the terms are fulfilled.
- Supports program promotion by creating flyers and digital content, writing program descriptions, coordinating newsletter and social media outreach, and submitting updates for the department website and activity calendar.
- Participates in trainings, workshops, and other professional development opportunities to maintain and enhance skills related to recreation programming and service delivery.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Ability to use recreation software systems, marketing platforms, and staff scheduling tools.
- Strong skills in program evaluation, data tracking, cost recovery analysis, and program trend monitoring.
- Commitment to diversity, equity, and inclusion practices.
- Administrative principles and practices, evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Modern office practices, methods, financial programs, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Functions, principles, and practices of recreation services.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Techniques for providing a high level of customer service by effectively dealing with the public, and City staff.

### **Ability to:**

- Assess and prioritize situations while remaining calm and using sound, independent judgment.
- Demonstrate leadership capabilities.
- Interpret, apply and explain policies, procedures, and regulations.
- Ability to oversee, review, and prepare reports related to facility operations.
- Oversee part-time staff, contracted employees and volunteers.
- Assist in preparing and overseeing approved program budgets
- Obtain necessary information from individuals in stressful or emergency situations.
- Compile and summarize information to prepare accurate, clear, and concise reports.
- Organize work, set priorities, and meet critical deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand and follow oral and written instructions.
- Evaluate emergency situations and act decisively and effectively to resolve the situation.

- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in sensitive situations.
- Establish and maintain positive and effective working relationships with those contacted in the course of work.
- Ability to enthusiastically lead and interact with large groups of children/teens on a daily basis with various activities such as organized games, art projects, outdoor play, etc.,
- Possess excellent communication and customer service skills.
- Possess flexibility to work with varying personalities, age groups, and work schedules.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Graduation from a four-year college or university with major coursework in recreation administration, physical education, leisure studies, public administration, human services, social work, educational programs or a related field; or Bilingual skills are desirable.

Three years of experience in recreation program coordination or community services that demonstrates the knowledge and skills required for the position.

Bilingual skills are desirable.

**Licenses and Certifications:**

- Possession of a valid California Driver's License.
- Possession of automatic electronic defibrillator training.
- Possession of First Responder First Aid and CPR Certification.

**Licenses and Certifications for assignment in aquatics-related program areas:**

- American Red Cross Basic First Aid and CPR/AED for the Professional Rescuer
- American Red Cross Lifeguard Training
- American Red Cross Lifeguard Instructor within six (6) months of hire
- First Aid for Safety Personnel (Title 22)

**PHYSICAL DEMANDS**

Must possess mobility to work in a recreation and standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach,

push, and pull equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds and standing for periods of time at a minimum of 60 minutes at one time.

## **ENVIRONMENTAL ELEMENTS**

Employees work both in an office and open environment with moderate noise levels, cold and hot temperature conditions, and direct exposure to the sun. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

*The City of Calistoga is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Calistoga will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*