JOB DESCRIPTION

RECREATION COORDINATOR

Department:	Athletics & Leisure Services	**Classification/Grade:**	19
Division:	Recreation	**FLSA Status:**	Non-Exempt
Reports to:	Athletics & Leisure Services Associate Director	**Safety Sensitive:**	Yes
		Bargaining Unit:	Teamsters Local 14
		Date Approved:	2002

Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specified position. Therefore, descriptions/specifications may not include all duties performed by the individual. In addition, description/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.

DEFINITION

Assist in the planning, coordination, supervision and execution of a wide variety of indoor and/or outdoor recreation activities for the Leisure Services Department, and oversee the aquatics area maintenance and equipment maintenance for the Department.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

(Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.)

1. Serve as a representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
2. Plan, schedule, implement and evaluate recreational activities in a specific program area, such as outdoor education, cultural, aquatics, life enrichment and athletic classes and activities.
3. Direct and train temporary and seasonal staff, volunteers and some contract instructors.
4. Keep accurate records of program activities.
5. Evaluate effectiveness of programs and activities and make recommendation for changes.
6. Ensure compliance with applicable City and County laws and ordinances, and City policies and procedures.
7. Assist with the indoor and outdoor pools to keep them in compliance with all applicable Southern Nevada Health District and State codes.
8. Monitor program expenditures and prepare related reports
9. Publicize recreation activities through a wide variety of promotional media.
10. Be dependable and meet acceptable attendance requirements at all times.
11. Follow all applicable safety rules and regulations.

OTHER JOB FUNCTIONS

A. Perform other related duties as assigned.

QUALIFICATIONS

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactory perform the essential functions of this position.

Knowledge of:

- Techniques of planning, scheduling, implementing, and evaluating group, social and recreational activities
- Principles and practices of operating the recreational activities of the recreation center.

- Principles of recreation budgeting.
- Program evaluation methods and techniques
- Techniques of effective supervision.
- Problem solving techniques
- Health and safety regulations
- Financial record keeping practices as applied to Recreation Programs
- General maintenance and custodial care standards for facilities and equipment, including pool pumps, fitness equipment and pool water chemistry.

Ability to:

- Supervise, train, schedule, assign and evaluate assigned staff and volunteers.
- Obtain and maintain a current Certified Pool Operator certificate.
- Plan, schedule, implement and evaluate recreational programs.
- Communicate clearly and effectively, orally and in writing.
- Schedule and oversee facility use.
- Establish and maintain positive working relationships with those contacted in the course of work.
- Interpret and apply laws, ordinances, rules, regulations and safety and health standards.

Experience, Education and Training:

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

Education: High school diploma or G.E.D. BA/BS degree from an accredited college/university with a major in recreation or a related field preferred.

Experience: One year of experience dealing with recreation programming and facility and equipment maintenance practices.

License or Certificate: Must possess, at the time of employment and continuously throughout employment, a valid Driver's License.

WORKING CONDITIONS

Work is performed under the following conditions:

Physical Requirements

Work is generally performed in an office or outdoor environment. Subject to high levels of public contact and frequent interruptions. Duties require sufficient mobility to use standard office equipment; sustained posture in a seated position, standing and/or waking for prolonged periods of time; frequent bending, twisting, reaching, stooping and climbing; vision to read and hearing and speech to communicate in person or over the telephone. Flexibility of work hours; must be available to attend evening, weekend meetings and programs and to respond to emergency situations. Must be able to carry/lift/push or pull loads of up to 75lbs.

Job Hazards/Risk Factor:

Employee risks physical hazards from mechanical and electrical equipment, exposure to pool chemicals, working in and around chemicals and hazardous gases.

Position is considered safety sensitive and is subject to drug testing.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Revised and approved September 2002
October 2004
July 2008 ~ July 2011 (Department) ~ October 2011
June 2012 (Safety Sensitive)