

City of South San Francisco  
Human Resources Department

**Recreation and Community Services Program Coordinator**  
Class Description

**Definition**

Under direction, performs responsible administrative, coordinating, and technical duties in one of the Parks and Recreation programs; and does related work as required.

**Distinguishing Characteristics**

This classification is responsible for the day-to-day operation of the program and for the coordinating, supervisory, and administrative duties for the assigned program area. Not every position will perform each duty indicated below.

**Typical and Important Duties**

1. Ensures that staff, facilities, and programs are in compliance with County, State, and Federal requirements and licensing regulations.
2. Supervises and evaluates employees and volunteers; may assist in recruiting, interviewing, and selecting employees; ensures the orientation of staff to the center's basic philosophy, policies, and programs.
3. Works cooperatively with staff, families, clients, school district employees, and other public- and private-sector staff and volunteers; coordinates with appropriate agencies to ensure that necessary services are provided to clients.
4. Assists in developing, implementing, and coordinating the day-to-day program operations.
5. Assists with public relations duties such as preparing and distributing flyers, press releases, brochures, social media announcements, and other marketing materials.
6. Assists in financial management of the program by preparing budgetary information, preparing monthly program and fiscal reports, ensuring monthly billing and maintenance of financial records, and collecting and depositing revenues.
7. Identifies, conducts, and provides for staff training as required/needed.
8. Provides clerical support, program registration, and maintains correspondence with other divisions or agencies; may respond to public inquiries about facilities and programs.
9. Conducts family caregiver education and referrals; monitors client status with physicians and other service providers; coordinates team care planning.
10. Coordinates with various community agencies as well as city departments.
11. Coordinates the scheduling of building for use in classes, meetings, athletic events, rentals, special events, and allows for appropriate time for maintenance.
12. Sets up and takes down tables, chairs, nets, and other equipment, as needed.
13. Prepares grant proposals, by investigating available grants, researching the necessary information for the proposal, and writing the grant.
14. Works special events and/or coordinates staff on weeknights, weekends, and holidays as needed.

15. Secures buildings and grounds in addition to making security checks to ensure safety of participants.
16. Performs related duties and responsibilities as assigned.

### **Job-related Qualifications**

Knowledge of:

- Principles, methods and practices of assigned program area.
- Principles of supervision, training, and employee development.
- Principles and practices of public administration and human resources as applied to function, including basic employee-relations concepts.
- Management of licensed programs and recreational facilities/programs.
- Scheduling techniques for staffing, classes, facility use and sports leagues.
- Federal and state regulations as they relate to the specific program.
- Budgeting, accounting, and fiscal record keeping.
- Applicable laws and regulations.
- Computer systems and associated programs.

Ability to:

- Plan, coordinate, and direct the services of a specific program.
- Develop and implement procedures and systems.
- Effectively supervise assigned personnel.
- Display outstanding customer service skills.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Interpret and accurately apply rules and regulations.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Write clear and comprehensive reports.
- Operate a personal computer and its associated programs; use audio-visual equipment.
- Work in a safe manner, following, modeling, enforcing and adhering to City safety practices and procedures as well as identify, correct, and report safety hazards.

Skill in:

- Operation of standard, modern office equipment such as a copy machine/scanner, multiline telephone and fax machine, and personal computer along with associated applications.
- Entering and retrieving data from a computer with sufficient speed and accuracy to perform assigned work.

### **Experience and Training**

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

When assigned to Childcare and Adult Daycare Program:

Experience & Training:

- In accordance with the California Department of Social Services, Community Care Licensing Regulations, Title 22 compliance requirements.

When assigned to all other Parks and Recreation Programs:

Experience:

- Two years of progressively more responsible experience in delivering recreation, leisure, or human service programs in the assigned area.

Training:

- Equivalent to a Bachelor's degree in recreation, psychology, social work, or a related human services field.

### **Licenses and Certificates**

All required licenses and certificates must be maintained as a condition of employment.

All Positions:

- Possession of, or the ability to obtain, an appropriate, valid California Driver's license and a satisfactory driving record.

When assigned to Aquatics, Childcare and Adult Daycare Program:

- Possession of a current first aid and CPR certificate.

When assigned to all other Parks and Recreation Programs:

- Possession of a current first aid and CPR certificate is desirable.

### **Special Requirements**

Essential duties require the following physical skills and work environment:

Physical Skills:

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, twist, climb; use standard recreational/job related equipment; vision to read printed materials; hearing and speech to communicate in person and over the telephone; lift and carry 35 pounds of children, materials, equipment, boxes, and files.

Work Environment:

Work in an indoor and outdoor environment; exposure to inclement weather, loud noise and confining workspaces.

Ability to:

Travel and drive safely to different sites and locations; maintain a safe driving record; maintain a neat and clean appearance. All positions must be able to work flexible hours, including evening and weekends.

**Additional Information:**

- Approved:
- Revised Date: July 1997, July 1999, June 2003, August 2019
- Former Titles: Recreation & Community Services Coordinator
- Abolished:
- Bargaining Unit: Mid-management
- DOT: No
- Status: Classified/exempt
- Job Code: M530