

City of South San Francisco
Human Resources Department

Recreation Leader III/Facility Coordinator

Class Description

Definition

Under direction, performs responsible operation and coordinating duties in a Community Center; provides assistance for programs in sports, classes, events, and meetings; and does related work as required.

Distinguishing Characteristics

This classification is distinguished from the Community and Recreation Services Program Coordinator classification in that it is responsibility for the sports, classes, events, and meetings operation of the Center and not for the overall operation of the Community Center.

Typical and Important Duties

1. Assists in implementing the day-to-day operations of a Community Center.
2. Oversees the facility, ensuring appropriate security is maintained, policies and procedures are followed; appropriate equipment and materials are available, and building is operating efficiently.
3. Sets up and takes down tables, chairs, gymnastic equipment, nets, and other equipment, as needed.
4. Registers participants in programs.
5. Assists in coordinating the scheduling of the Center for classes, meetings, athletic events, rentals, special events, and allows for appropriate time for maintenance.
6. Ensures the security of the Center.
7. Works cooperatively with staff, parents, children, and other public and private sector employees and volunteers; coordinates with appropriate agencies to ensure that necessary services are provided to clients.
8. Performs related duties and responsibilities as assigned.

Job-related Qualifications

Knowledge of:

- Practices of room set up and tear down of rooms and equipment.
- Room and event scheduling.
- Scheduling techniques for facility use and for sports leagues.
- Federal and state regulations as they relate to the specific program.
- Computer systems and related programs.
- Safe lifting practices.

Ability to:

- Coordinate and schedule a variety of events and equipment.

- Display outstanding customer service skills.
- Establish and maintain cooperative working relationships with those contacted in the course of the work.
- Work independently and be able to resolve conflicts or emergencies.
- 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.
- Operate a personal computer and its associated programs.
- Set-up and use audio-visual equipment.
- Represent the City and the department effectively in contacts with representatives of other agencies, City departments, and the public.
- Take a proactive approach to customer service issues.
- Make process improvement changes to streamline procedures.
- Work in a safe manner, following City safety practices and procedures.
- Maintain confidentiality regarding sensitive information.

Skill in:

- Using a personal computer and associated applications.

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:

Experience:

One year of paid or unpaid work experience.

Training:

Equivalent to graduation from high school.

Licenses and Certificates

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

- Possession of, or the ability to obtain, an appropriate, valid California driver's license and a satisfactory driving record.
- Possession of a current first aid and CPR certificate.

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; lift and carry 50 pounds; use standard office equipment, including a computer; vision to read printed materials; and hearing and speech to communicate in person and over the telephone.

Work Environment:

Work in an indoor and outdoor environment; exposure to noise and confining workspaces.

Ability to:

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

Additional Information:

- Approved: July 1997
- Revised Date: June 2003
- Former Titles:
- Abolished:
- Bargaining Unit: Non-represented
- DOT: No
- Status: Classified/Non-exempt
- Job Code: X370