

Recreation Coordinator (2469)
Task List 2020

1. Assists in the organization and operation of recreation programs such as classes, camps, sports leagues, and special events at a recreation center or senior citizens center in order to ensure effective programming.
2. Assists in planning and conducting special events such as field trips, plays, contests, tournaments, carnivals, festivals, arts and crafts exhibits and nature activities in order to provide diverse programming.
3. Teaches fundamentals of sportsmanship and recreation activities such as sports (i.e. basketball, baseball/softball), ballet, gymnastics in order to meet the community's needs.
4. Instructs groups in cultural activities such as ballet, folklorico, cheer and dance in order to meet the community's needs.
5. Instructs individual and team activities such as basketball, softball, football, track and field, and soccer in order to meet the community needs.
6. Checks recreation facility for unsafe or hazardous conditions such as slip/trip/fall hazards, unsafe equipment (i.e. playgrounds, fields, gyms, etc.) in order to ensure a safe recreation center environment and report findings through department channels.
7. Checks recreation facility for unsafe or hazardous conditions such as slip/fall hazards removing broken equipment, picking up broken glass, setting up fields and gym in order to record/report the occurrences to department and improve the safety of patrons.
8. Writes and edits documents such as e-mails, letters, flyers, advertisements, letters, and proposals in order to market/promote programs to the community.
9. Collects and reviews timesheets for staff members such as volunteers and recreation assistants in order to verify hours and other pertinent information.
10. Attends to facility patrons' inquiries, requests and other matters such as complaints, programming interest in order to provide information, find resolutions or direct them to the supervisor and/or other appropriate staff for additional assistance.
11. Schedules date, time, and location for various recreational and cultural activities such as games, classes and special events in order to provide information to the community.

Recreation Coordinator (2469)
Task List 2020

12. Assigns basic set-up tasks to staff such as setting up fields and gym, preparing locations for games and related activities in order to maintain safe grounds and facilities.
13. Documents and reports scenes of accidents and/or emergencies such as injuries in order to notify supervisors, alert emergency services, parents and/or guardians, seek medical help, provide basic first aid and complete accident reports.
14. Provides basic first aid support such as maintaining adequate first aid supplies (i.e. bandages, gauze, ice packs, etc.) in order to address minor injuries (i.e. cuts, sprains, etc.)
15. Listens to complaints or recommendations that arise regarding recreation center use or activities such as class schedules, game schedules, sports leagues/practices and safety concerns in order to provide information, accommodate patron needs or requests and make recommendations to the facility director.
16. Provides and practices effective customer service such as in-person, over the phone, through email, etc., in order to provide/relay accurate information and resolve complaints.
17. Plans and prepares lesson plans for culminating events and programs such as sports banquets, holiday shows, graduations and other special events in order to provide instruction to other staff and promote community participation.
18. Attends community meetings and functions for groups such as neighborhood councils, chambers of commerce, clubs, churches or schools and participates on committees in order to promote programming and gather and/or share information.
19. Attends mandatory district/region meetings and gathers/exchanges information such as changes to operations and/or new policies in order to share information with part-time employees.
20. Collects fees and issues receipts for registration of all programs such as classes, sports leagues, seasonal camps, child care, and permits in order to maintain a balanced budget.
21. Manages municipal records funds in Municipal Recreation Program books for items such as cash receipt transmittal forms for online registration, adds up cash and checks, fills out deposit slips, and takes deposits to the bank for all funds received in order to comply with City and Department of Recreation and Parks policy and procedures regarding accounting and record keeping.

**Recreation Coordinator (2469)
Task List 2020**

22. Collaborates with community members such as high schools, churches, and community-based organizations (CBO) in order to promote volunteering opportunities and benefits.
23. Works with other staff members on special events and collateral duties such as planning, organizing and promoting in order to provide quality events.
24. Uses computer programs and software such as Microsoft Excel, Word, Publisher, PowerPoint and RecTrac in order to be organized and run efficient programs.