

**CITY OF LOS ANGELES
CIVIL SERVICE COMMISSION**



CLASS SPECIFICATION
POSTED JUNE 1999

11/13/98

RECREATION COORDINATOR, 2469

Summary of Duties: Assists a Recreation Facility Director or a Senior Recreation Director in organizing and conducting a comprehensive program of community recreation activities for diverse groups of people; and does related work.

Distinguishing Features: A Recreation Coordinator assists a Recreation Facility Director or a Senior Recreation Director in organizing and implementing recreational activities to meet the needs of the community in which they serve such as free play, pre-school to senior citizen activities, fine arts or performing acts activities, outings, sports, craft classes, and special events. An employee of this class receives written and verbal assignments of specific responsibilities in the conduct of recreation programs. A Recreation Coordinator's work is reviewed by continued observation of performance.

Examples of Duties: A Recreation Coordinator:

- assists in the organization and operation of specific recreation programs at a recreation center or senior citizens center;
- assists in planning and conducting special events such as field trips, plays, contests, hobby and pet shows, arts and craft exhibits, and nature activities;
- conducts nature studies, gymnastics, and handy craft classes for which general subject knowledge is required;
- teaches fundamentals of sportsmanship and recreation activities;
- instructs groups in rhythm and musical activities, dramatics, and swimming;
- instructs and supervises free play and team activities such as basketball, softball, football, track and field, and soccer;
- gives first-aid and maintains first-aid equipment;
- may assume the responsibilities of a Director in Charge during periods of absence.

May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications:

A good knowledge of:

- the principles, practices and methods of organizing, conducting and directing play and recreation activities;
- types and uses of facilities and equipment employed in community recreation work;

A working knowledge of:

- basic methods, rules, techniques, and supplies related to a variety of recreational activities such as sports, dance, fine arts, arts and crafts, senior citizen programming, and pre school activities;
- safety principles as they apply to recreational activities in parks;
- the principles and techniques of first-aid;

The ability to:

- write clear and concise reports, memorandums, letters, and other written materials;
- organize, instruct and participate in a wide variety of recreation activities;
- read sufficiently to comprehend departmental procedures, manuals, etc.;
- communicate orally sufficiently to teach and motivate participants in recreation programs;
- avoid and resolve conflicts between people;
- use arithmetic for basic record keeping related to fund raising, timekeeping, and budget expenditures;
- keep records such as files and attendance charts related to recreational activities.

Requirements:

Graduation from a recognized four-year college or university with a major in recreation, physical education, fine arts, kinesiology, gerontology, or early childhood development; or graduation from a recognized four-year college or university with any major and one year of full-time experience (2,000 hours) providing recreation and leisure services for an agency or organization that conducts professional recreation programs for a diverse community.

License: A valid California driver's license may be required.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to accommodate the limitation.

As provided in CSC Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties, responsibilities, and required qualifications of any position shall