

**City of Salem**  
**CLASS SPECIFICATION**

CLASS. TITLE:	Recreation Coordinator	CLASS. CODE: 0330
DEPARTMENT:	Community Services	FLSA: E
REPORTS TO:	Recreation Supervisor	DATE: 7/1/2002

---

**Job Summary:**

Responsible for daily coordination, evaluation and supervision of public recreation activities occurring at various recreation facilities, including city parks, school district buildings and fields, or public swimming pools such as the senior center or swimming pool as well as daily supervision of the safety and on-site operation of those facilities.

**Essential Job Functions**

(All functions may not be performed by all incumbents.)

1. Supervises the ongoing daily operations and maintenance of assigned specific programs to include but not limited to citywide sports, neighborhood recreation, aquatic and senior center activities. Includes program development, implementation, problem solving, program evaluation, public relations and facility maintenance.
2. Supervises career and seasonal staff and volunteers, conducts interview and hiring process, trains employees and completes performance evaluations.
3. Handles requests for information and referrals from the public. Provides tours of the facilities. Represents the City on various boards and commissions.
4. Acts as a liaison between the general public, school district community relations and maintenance personnel and the City. Coordinates with various community groups including but not limited to school district personnel, youth and adult athletic organizations and various local businesses and charitable organizations.
5. Prepares reports and statistics regarding participation in programs, volunteer hours and other information for public or internal use.
6. Prepares news articles, press releases, announcements, flyers, posters, etc. as needed.
7. Assists in the preparation of an annual plan and budget for assigned programs including maintaining financial records, making supply purchases, coordinating staffing and suggesting appropriate training opportunities.
8. Coordinates the use of facilities including processing/obtaining permits, and if necessary, setting up sound system and audiovisual equipment and preparing publicity for special events.
9. Responds to calls from the public requesting information on youth and adult recreation program opportunities, specific program questions or concerns, facility availability, etc. Coordinates community outreach services such as: household repairs, home assistance needs, etc.
10. Administers contracts as they relate to City facilities/programs and with community groups.
11. Attends a variety of meetings including but not limited to weekly and monthly aquatic inservices, (seasonal) staff meetings held weekly during program, and various community recreation program meetings held on a seasonal basis.

**Important Job Functions**

1. Maintains professional association with state and national organizations.
2. Attends meetings and various training seminars and conferences as required.
3. Performs other duties as required by supervisor.

**City of Salem**  
**CLASS SPECIFICATION**

**MATERIAL AND EQUIPMENT USED:**

- Desktop computer
- Calculator
- Miscellaneous office automation equipment, i.e. – fax, phone copier, etc.
- Sonitrol Security System (may also be used)

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Bachelor's degree from an accredited college or university in recreation, education or a related field; and,

Three to Five (3-5) years of experience in a related field; or,

Any combination of education, experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the class.

**License(s) and Certification(s):**

- Class C Driver's License

**One or more of the following may be desirable:**

- Certified Parks and Recreation Professional
- American Swimming Coaches Association Coaching Certification
- Aquatic Facility Operator Certification
- National Pool and Waterpark Lifeguard Training Certification
- National Alliance of Youth Sports/Administrators Association
- American Sport Coaches Education Program (may be required)

**KNOWLEDGE AND ABILITIES:**

**Knowledge of:**

- Recreation facility operation and maintenance including parks, ball fields, pools, classrooms, gymnasiums, etc.
- Methods for developing, implementing and evaluating recreation activities.
- Government budgeting, accounting and purchasing systems.
- Principles and practices of public recreation, and the philosophies and objectives of a municipal recreation program.
- Social services, human rights, group process and neighborhood services.
- Contemporary office practices and procedures and basic office software products.
- Volunteer management, including recruitment and retention techniques (may be required).

**Ability to:**

- Communicate effectively verbally and in writing to a wide range of individuals.
- Complete responsibilities with constant interruptions.
- Use interviewing techniques for both personnel issues and program service recipients.

**City of Salem**  
**CLASS SPECIFICATION**

- Demonstrate skills in verbal and written communication, including ability to speak and present effectively in front of large groups.
- Work independently and make decisions with minimal supervision.
- Comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Establish and maintain effective working relationships with individuals, coworkers, other agencies and the public.
- Maintain required work hours and attendance.

**Physically able to:**

- Sit, keyboard, write, hear and speak for extended periods.
- Stand frequently for extended periods.
- Bend, kneel, stoop or climb.
- Lift up to 50 pounds.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.