



## **RECREATION COORDINATOR**

Department: **Community Services - Recreation** Class Code: **14**  
Reports to: **Community Services Manager** FLSA Status: **Non-Exempt**

**GENERAL PURPOSE:** Under the direction of the Recreation Lead, the Recreation Coordinator assists in planning, directing, managing and overseeing the activities for the Town's recreation programs. Coordinate with Town and other non-profit organizations, private citizens, and user groups to plan special events, festivals, programs, and activities. Must be available to work weekends, holidays and evenings.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Coordinate and schedule Parks and Recreation facility availability, reservations, and usage with non-profit organizations, private citizens, and user groups including making site visits, addressing and resolving complaints.
- Coordinate with Senior Recreation Coordinator, Town and other non-profit organizations, private citizens, and user groups to plan special events, festivals, programs, and activities.
- Work independently and be responsible for overseeing activities at Town Parks and Recreation facilities. Includes setup and take down at Parks and Recreation facilities for special events, including weekends, holidays and evenings.
- Assist in the development of a Parks and Recreation event and program advertising strategy and administer a public communication program, including the preparation of letters, news releases, radio and press releases.
- Assist in the development, organization, and implementation of recreation programs.
- Keep accurate files of events and programs.
- Maintain Town of Chino Valley Parks and Recreation scheduling software.
- Maintain and update social media platforms
- Maintain TOCV Recreation and Aquatics Website
- Maintain and update Community Event Calendar
- Assist with creating all printed information for the public

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

High School Diploma or equivalent. Two years of progressively increasing recreation experience or a degree/certification in a related field.

#### **Required Licenses or Certifications:**

Possession of a valid driver's license.  
Extensive background check required.

## JOB DESCRIPTION

## Recreation Coordinator

### Required Knowledge of:

- Computer literacy and experience are necessary.

### Required Ability to:

- Work independently with little supervision.
- Plan meetings and prepare agendas.
- Provide administrative support to the Community Services Manager.
- Assist in the development of procedures for providing effective and efficient recreation services which meets the needs of the community.
- Communicate clearly and concisely, both orally, in writing, and in English.
- Establish and maintain effective working relationships with those contacted in the course of work including Town departments, community groups, the general public, and media representatives.

### Physical Demands / Work Environment:

- Frequently required to lift heavy objects up to 50 pounds.
- Frequently required to sit, stand, run, reach with hands, feet and arms, talk, and hear.
- Specific vision abilities required by this job include distance and close vision.

*Core values: Integrity, Teamwork, Respectful Communication, Service, Leadership, Innovation*

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step
		1/31/2017		14	Non-exempt	
		2/12/2018	Updated			
		6/2022				

APPROVED: Human Resources

DATE: 6/09/2022