
TEMPLE CITY
CLASS SPECIFICATIONS

PARKS AND RECREATION COORDINATOR

DEFINITION:

Under direction, provides supervision for Live Oak Park and the Recreation Center, support for park patrons, acts as a liaison between park user groups and the City, critical support for youth programs and community events, and performs related duties as assigned. This position requires evening and weekend hours.

EXAMPLES OF DUTIES:

Assignments may include, but are not limited to, assist in the planning, promotion, and daily operation of recreation or youth programs – including youth sports, STARS program, day camp, and teen activities; filling supply requests for all recreation programs—including inventory; assist in the preparation for the support of City-wide special events; perform facility set-ups; enforce City ordinances; maintain accurate records; assist in the supervision of part-time personnel and volunteers; provide emergency cleaning and maintenance of park facilities; assist with Parks and Recreation program registration; prepare nightly, weekly and monthly reports; offer assistance to park patrons, class instructors, and other user groups; operate and monitor maintenance of City vehicle(s); and assist with facility bookings.

DESIRABLE QUALIFICATIONS:

Knowledge of: First aid; proper lifting mechanics; policies, rules and regulations governing the conduct and safety of persons using recreation areas—especially youth participating in recreation programs; general office procedures; and excellent customer service skills.

Ability to: Operate a phone, computer and copier; communicate effectively both orally and in writing; establish and maintain effective working relationships with program participants, parents and employees; use independent knowledge, initiative, and judgment to complete assignments with little supervision.

Education and Experience: Education equivalent to the completion of high school supplemented by two years of college courses in the field of recreation or a related field. Two years experience in community and/or youth recreation or comparable setting.

OTHER QUALIFICATIONS:

Possession of a valid Class C motor vehicle operator's license from the State of California.

Ability to operate a computer, calculator, telephone, fax, and portable radio.

Ability to understand and respond to the public and staff's requests for assistance both on the telephone and in person.

Ability to sit, stand, stoop or bend for up to two hours at a time.

Ability to lift up to 50 pounds.

Ability to get from one location to another in the course of doing business.

Ability to see and hear.