

CULTURAL AFFAIRS COORDINATOR I/II

DEFINITION

Under general supervision, assists in the development, administration, and evaluation of recreation programs and community center activities including: youth/adult sports, summer programs, preschool, senior activities, special events, cultural arts activities/events and aquatics

CLASS CHARACTERISTICS

Positions in this class report to the Director of Cultural Affairs, Parks & Recreation, and assists in the development, administration, and planning of recreation and/or community services and cultural affairs programs.

ESSENTIAL FUNCTIONS

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability.

Assists in planning, developing, organizing, and supervising leisure time activities for participants of all ages; Assists in planning of the annual calendar of community activities and special events.

Writes press releases, flyers, and other promotional materials to advertise and promote recreation programs and activities; maintains inventory of program supplies and equipment; makes facility reservations and safety inspections; maintains inventory and sales of concessions.

Assist with class registration including the collection and accounting of monies; maintains files and records; assists with the preparation of budget recommendations for the allocation of personnel, equipment and supplies for program activity areas.

Greets patrons and authorizes participants to use the athletic facilities; disseminates information to inquiring patrons, in person, over the telephone, about the facility, programs, rentals, contract classes, and related activities; takes reservations for the gymnasium, racquetball courts, and related activities.; issues athletic equipment/supplies to patrons and keep records of equipment issued and returned; collects fees for use of the facility, resale items, and contract classes, rental equipment; prepares appropriate daily financial reports at the completion of each shift and deposits money accordingly.

Prepares facilities; performs routine set-up tasks for sporting events such as volleyball, basketball, racquetball, and banquet/meeting room events, and related activities; enforces established operational procedures and policies of facility; conducts periodic inspections of all facilities to survey participation, security; performs daily janitorial cleaning such as vacuuming, sweeping, mopping, cleaning of restrooms, lobbies, banquet/meeting rooms, windows, furniture and other cleaning tasks as assigned or required; performs routine closing duties to insure security, safety and fire prevention standards are maintained; prepares daily shift report and notifies director in writing of any problems or unusual situations that may occur; enters weekly schedule into computer.

Establish and maintain effective working relationships with public groups, agencies, school officials, the media and others contacted in the course of work.

Assists in the determination of personnel, equipment, and material needs.

Recruit, supervise, schedule, train and evaluate part-time staff, contract employees, coaches, officials and volunteers. Researches and applies for Grants and funding. Conducts fund raising events.

Evaluates program attendance, participant responses, costs, and makes recommendations regarding the continuance or cancellation of programs; assists in the development of new programs.

Assists with the planning, organization and supervision of the following programs: Aquatics, Youth/Adult Sports Leagues, Day Camps, Sports Camps, Youth/Adult Activities, Tournaments, Special Events, Cultural Arts Programs, Trips, Training/Safety Seminars, Banquets, Senior Programs, and others as created.

Performs related duties as required.

QUALIFICATIONS GUIDELINES

Education and/or Experience

An example of the education and experience which most likely demonstrates the knowledge, skill and abilities required to perform the duties, would be any combination equivalent to an Associates Degree or a Bachelors Degree from an accredited college or university with major course work in recreation or a closely related field; and at least two years of increasingly responsible experience in the recreation field.

Cultural Affairs Coordinator I is the entry level of this classification and must meet the minimum qualifications as listed in the position description.

Cultural Affairs Coordinator II is the Journey level of this classification and must meet the minimum qualifications as listed in the position description and achieved a minimum of two years experience and training.

Knowledge, Skills, and Abilities

Working knowledge of identifying community needs; first aid methods and safety practices; statistical analysis and report preparation; the theories, principles, practices and programs common to the field of recreation and leisure services; methods for identifying community recreation and cultural affairs needs; ability to supervise workers, teachers, coaches, officials, contractors and volunteers; promoting recreation and leisure programs.

Ability to communicate clearly and concisely, both orally and in writing; effectively work with people of varied socio-economic standing; understand, explain and apply policies and procedures; and deal constructively with conflict and develop effective resolutions; prepare and present concise written and oral reports; use a computer and a variety of software programs.

Performs janitorial duties including setting up, cleaning and maintaining facilities; ability to lift and move tables, chairs and equipment; the knowledge and skill to work with cleaning chemicals for janitorial purposes; working knowledge of concessions sales and inventory.

Special Requirements

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record.

Receive satisfactory results from a background investigation.

Certifications in CPR and First Aid.

PHYSICAL PROFILE: II, 2, 4,5,6,7,8,13,18,20

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