

CULTURAL AFFAIRS COORDINATOR I/II/III

DEFINITION

Under general supervision, assists in the development, administration, and evaluation of recreation and/or human services programs and community center activities; assists in the organization and conduct of special events; performs related duties as required.

CLASS CHARACTERISTICS

Positions in this class typically report to a Recreation Supervisor and assist the supervisor in the development, administration, and planning of recreation and/or human services 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 from preschool to advance age groups; assists in planning the annual calendar of community 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.

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 checks their identification to insure they are authorized to use the athletic facility; disseminates information to inquiring patrons, in person, over the telephone, about the facility, programs, rentals, contract classes, etc.; takes reservations for the gymnasium, racquetball courts, etc.; 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 report at the completion of each shift and deposit money accordingly.

Prepares facilities; performs routine set-up tasks for sporting events such as volleyball, basketball, racquetball, etc.; enforces established operational procedures and policies of facility; conducts periodic inspections of all facilities to survey participation, security; performs minor 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 notify supervisor in writing of any problems or unusual situations that may occur; enters weekly schedule into computer.

Works with community and professional groups to promote recreational and human services programs.

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

May assist in supervising and evaluating personnel, including staff, contract employees and volunteers.

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

QUALIFICATIONS GUIDELINESEducation and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include two years of college level course work in recreation, sociology, social sciences or fine arts or related field plus two years of paid or volunteer experience recreation.

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 needs.

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; perform janitorial duties including setting up, cleaning and maintaining facilities; promote recreation and leisure programs.

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

RECOORDINATOR.SPC