



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: RECREATION COORDINATOR

BARGAINING UNIT: [CIV MANAGEMENT](#) CODE NUMBER: 2510

PAY RANGE CODE: [18.1 MC](#) REVISION DATE: 1/26/17

NATURE OF WORK:

This is administrative work in the direction and coordination of the City's comprehensive recreational programs which includes community centers, aquatic facilities, ice arenas, tennis centers, sports complexes, day camps, special events, athletic events, cultural arts, leisure and craft activities for citizens of all ages. Work involves responsibility for directing, supervising, coordinating, and overseeing recreational, educational, and leisure programs and facility operations. Incumbents exercise supervision over recreation supervisors or other subordinates and are responsible for frequent independent judgment in accordance with established policies and procedures. Work includes considerable public relations on a continuous basis.

ESSENTIAL FUNCTIONS: *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Plans, develops, and coordinates all recreation programs and activities for an assigned area, including tournaments, clinics, and league play, and orders supplies and equipment.

Assists in the selection, evaluation, training, and discipline of all subordinate personnel and supervises, assigns, and directs facility staff members and other subordinates engaged in the performance of recreational programs and activities.

Maintains revenue and expense records for all recreational programs, including tournaments, clinics, league play, memberships, endorsements, and sponsorships.

Oversees health, recreational, education, sports and creative programs and activities, specifically oriented to the needs of the general public and special interest groups.

Promotes and publicizes recreational programs, activities, and facilities through the local media and with public groups.

Participates in public speaking engagements to meet the needs of individuals, groups, agencies, and sponsors.

Composes requests for grant monies to be used to fund the administration and play of designated recreation activities.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Knowledge of the philosophy, principles, and practices of public recreation.

Knowledge of the methods, techniques, materials, equipment, and safety precautions used in planning, maintaining, and operating recreational programs and the assigned facilities and grounds.

Knowledge of the means of organizing and presenting group and individual recreation activities pertinent to the assigned recreational area.

Knowledge of the organization, rules, and play of competitive sports pertinent to the assigned area.

Knowledge of association management, including finance, membership, public relations, and sponsorships.

Knowledge of the work of referees, umpires, and other officials pertinent to the assigned area.

Knowledge of equipment necessary to maintain the assigned facilities and provide recreational opportunities.

Knowledge of the safety rules and precautions related to the activities pertinent to the assigned area and the first aid procedures required in the event of injury.

Ability to learn and adapt to advances in computer, mobile and electronic device technology and software.

Ability to train employees engaged in the administration of the assigned recreational program and plan, organize, and supervise their work.

Ability to plan, evaluate, organize, and direct recreational programs adapted to community preferences and needs.

Ability to communicate effectively with staff and citizens.

Ability to communicate to promote and publicize recreational programs and facilities and to participate in public speaking engagements.

Ability to compose grant applications, compiling the components needed to be successful in acquiring funds.

Ability to maintain accurate financial records.

Ability to understand written or oral instructions.

Ability to establish and maintain effective working relationships with fellow employees and members of the general public.

Ability to adhere to safety policies, procedures, and guidelines.

Ability to sit from 76 to 100% of the time; stand from 51 to 75% of the time; bend, squat and walk from 26 to 50% of the time; and reach, stoop and kneel up to 25% of the time.

Ability to use up to fifty (50) pounds of force up to 15% of the time, up to twenty (20) pounds of force up to 33% of the time, and up to ten (10) pounds of force up to 66% of the time to move objects.

EDUCATION AND EXPERIENCE: *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

Bachelor's degree

AND

Three (3) years of experience conducting organized recreational activities.

SPECIAL QUALIFICATIONS

Must be able to transport oneself or coordinate transportation to work sites throughout the City during the course of the work day.

WORKING CONDITIONS: *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed primarily in a City community center or related facility. Some activities may be performed outdoors, where incumbents are exposed to varying temperatures but seldom in inclement weather. Conditions may necessitate working in and around water and walking on ice surfaces.

EQUIPMENT OPERATION: *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Computer
Telephone
Scanner

Printer
Copier
Security System

Calculator
Facsimile Machine

Previous Revision Date(s): 11/19/92
9/26/96
11/30/00