

BEAUMONT CHERRY VALLEY RECREATION AND PARK DISTRICT
POLICY AND PROCEDURES MANUAL

TITLE: Job Description – Activities Coordinator

Dated: July 11, 2017

Salary Range: \$16.00 - \$26.00 Hourly

DEFINITION

The Activities Coordinator (AC) is a “Full Time” position as defined by the BCVRPD Employee Handbook and is subject to the “safety sensitive” guidelines of the District. The AC performs a full range of duties. This position coordinates all recreational programs, classes, and special events of the District. The AC oversees department positions pertaining to planning and executing programs, classes and special events. The AC must be versatile and will assist other departments of the District with a full range of duties including recreation and general office duties. The primary schedule of the AC will be Monday – Friday; however, the AC must be available evenings, weekends and during special events as well as must be available by phone. This position serves as the District’s representative at the discretion of the General Manager. This position will receive 40 hours of compensatory time annually.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Financial Services Technician

Receives general supervision from the Human Resources Administrator and General Manager

Exercises general supervision over recreation assistants and volunteers.

ESSENTIAL FUNCTIONS - Essential and other important responsibilities and duties may include, but are not limited to, the following:

- This position will meet with groups and individuals to identify needs and develop programs of interest to the community.
- Evaluate existing programs and institute changes accordingly.
- Responsible in coordinating activities, programs, and special events. Ensure all services and preparations are in order and scheduled.
- Ensure all calendars are updated accordingly.
- Responsible for contacting local businesses and individuals for obtaining donations for events.
- Oversee and provide leadership to department staff and volunteers.
- Maintain the District web site and social media site(s).
- Responds to facility user complaints and inquires in an effective and tactful manner.
- Required to drive an automobile to perform various duties.

- Meet with perspective users to provide information regarding the facilities capabilities and services to users and potential users of facilities.
- Determine equipment, personnel, licenses, and other services required for events and facility users.
- Create and review facility use contracts, expenses, reports, licenses, insurance and other arrangements prior to each use. Determine user fees for facilities, events, equipment, and other services.
- Direct special events. Interact with other agencies and private enterprises.
- Prepares a variety of reports and correspondence related to events, finance and facility use. Be responsible for maintaining records of contract instructors.
- Create press releases and interact with media regarding department business/events.
- Identify staffing needs and provide appropriate training.
- Responsible for employee scheduling including but not inclusive to all recreation, classes, facility use and special events.
- Develop budgets and action plans.
- Calculate estimates and final costs to users for facilities, equipment, personnel, etc. and prepare cost settlement data.
- Promote and advertise events, classes, programs, etc.
- Plan, develop, and execute special events.
- Make determinations of equipment needs and recommends appropriate actions by providing estimates and information to acquire approval and purchase order requests. Follow through to completion.
- Responsible for overall direction, coordination and evaluation of department employees.
- The AC will coordinate with the Human Resources the execution of the employee evaluations.
- Required to engage in public speaking.
- Will be required to prepare staff reports.
- Provide oral or written reports to the Board of Directors at the request of the GM.

MARGINAL FUNCTIONS

- Contact local businesses when we are having large events.
- Create, update and revise procedures within the department.
- Attend District trainings and seminars etc. when required
- Assist with office duties in the absence of the receptionist including but not limited to answering phones and retrieving phone messages, taking registrations, receiving payments, mail and RV reservations
- Ensure the cleanliness of buildings working with janitorial service
- Assist the Financial Services Technician/Office Manager and Maintenance Foreman with processes for broken and/or damaged property
- Attend District meetings as directed and prepare reports pertaining to such meetings.
- Attend facility user meetings, banquets and events when necessary

- Other duties, special projects and responsibilities may be required. Not all duties are necessarily performed by each individual holding this classification.
- Assist in general office duties.

QUALIFICATIONS

- Must possess and maintain a CA Driver's license and automobile insurance. Loss of either is cause for discipline up to and including termination.
- Must possess First Aid/CPR (Infant, Child & Adult), and AED certification.
- Must pass fingerprint and background check.
- Must pass pre-employment physical.
- Acquire within 30 days Supervisory training and Sexual Harassment Avoidance training.
- Dress in an appropriate and professional manner consistent with job and safety expectations.

Knowledge of:

- Recreational and instructional programs.
- General supervisor procedures.
- Advanced computer skills and applicable programs including Microsoft office, Web-site design and program scheduling software.
- Facility use coordinating.
- Positive public relations etiquette.
- Purchasing procedures.
- Principles and techniques used in planning, coordination, and servicing a variety of events and facility use.
- Rates and charges associated with the use of public events facilities.
- Health, fire, safety codes, security and emergency procedures affecting the use of district facilities.
- Time management and effective scheduling.
- Safety and incident procedures. Completing incident/accident reports.
- Riverside County Environmental Health Standards and Expectations.

Ability to:

- Update districts Web site.
- Understand, identify and resolve safety issues.
- Communicate effectively in oral and written form.
- Deliver public presentations.
- Work as part of a team.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Must have the ability to work independently in the absence of supervision.
- Follow written and oral instructions.
- Read, write, and communicate the English language at a level necessary for efficient job performance in a group setting, one on one, or communication on the phone.

- Anticipate service needs for events and contract instructors. Identify problems and take effective course of action.
- Receive and account for monetary fees. Participate in forecasting for budgetary purposes.
- Multi-task.
- Coordinate and prioritize in an event driven atmosphere and work under time pressures.
- Work irregular shifts, holidays, and weekends as assigned.
- Identify, understand and be respectful of diverse populations and cultural backgrounds, as well as age and physical ability needs and differences.

Experience & Education:

Any combination of education and experience that would provide the required knowledge and abilities to perform the job is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience in previous employment in a job of similar duties

Two (2) years' experience in recreation programs, event planning or related fields

Thirty semester units from an accredited college in recreation or a related field

Advanced computer skills, including web design

PHYSICAL REQUIREMENTS

Ability to communicate orally with the General Manager, District management, staff, and the public. Regularly use a telephone for communication. Use office equipment such as a personal computer, copier and facsimile machines. Sit and/or stand for extended time periods. Hearing and vision required to be within normal ranges. Carry, push, pull, reach and lift up to 25 lbs. routinely. Read at or above the equivalent to the twelfth grade level. Occasionally stoop, kneel or crouch. Sufficient manual dexterity required to operate equipment. Office and outside environment. Occasionally work in inclement weather such as rain, wind, heat and cold.

CONDUCT STANDARD

Interact with General Manager, employees, customers, Directors, and the public in a positive, cooperative, and supportive manner.

Subject to “random drug testing” because of safety sensitive position.

ENVIRONMENT

Office environment and working outside at times in inclement weather and exposure to water, dust, dirt, noise, and wind.