

Recreation Department

Job Descriptions

JOB TITLE: Recreation Program Coordinator

GENERAL STATEMENT OF JOB

Under general direction, plans, organizes, schedules, implements and evaluates recreational programming in assigned area(s). Coordinates the use and maintenance of Recreation Center facilities and grounds. Performs related professional and supervisory work. Ensures that all City policies, procedures and safety regulations are followed at all times. Reports to the Recreation Superintendent.

JOB TITLE: Special Events Coordinator

GENERAL STATEMENT OF JOB

Event planner to produce events from conception through to completion. Event coordinator responsibilities include providing outstanding customer service and organizing memorable events that meet quality expectations.

JOB TITLE: Recreation Program Specialist

GENERAL STATEMENT OF JOB

Under general direction, plans, organizes, schedules, implements and oversees specialized recreational activities including but not limited to, sports leagues, fitness programs or other key activities assigned. Ensures that all City policies, procedures and safety regulations are followed at all times. Performs related professional and supervisory work as directed. Reports to the Recreation Coordinator.

JOB TITLE: Recreation Leader III

GENERAL STATEMENT OF JOB

Under general supervision, plans, implements and supervises Recreation programs and activities, coordinates the use and maintenance of recreation Center facilities and grounds, ensuring compliance with all applicable City policies, procedures and safety regulations. Assists in

supervising the work of volunteers and variable/on-demand staff. Assumes supervisory duties in absence of the Recreation Program Coordinator. This position reports to the Recreation Program Coordinator.

JOB TITLE: Recreation Leader II

GENERAL STATEMENT OF JOB

Under general supervision, plans, implements and supervises Recreation programs and activities, ensuring compliance with all applicable City policies, procedures and safety regulations. Assists with the supervision of volunteers. Reports to the Recreation Program Coordinator.

JOB TITLE: Park Maintenance Worker III

GENERAL STATEMENT OF JOB

Under general supervision, performs complex and/or specialized work in the maintenance of City parks, athletic fields and related structures and equipment. Supervises the work of subordinate Service Workers on specific tasks as assigned. Reports to the Parks Maintenance Crew Leader.