

RESOLUTION NO. 11/2020

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF CORTE MADERA APPROVING REINSTATEMENT OF THE JOB CLASSIFICATION OF RECREATION COORDINATOR, REVISIONS TO THE JOB DESCRIPTION AND ESTABLISHING THE SALARY RANGE IN THE TOWN'S SALARY SCHEDULE

WHEREAS, The Town's classification plan of positions may be amended on recommendation of the Town Manager and approved by the Town Council; and

WHEREAS, there is a need to reinstate the position of Recreation Coordinator, make updates to the job description and establish the salary range for the classification; and

WHEREAS, the classification would be reinstated to Compensation Schedule C, Mid-Management Employees, in the Confidential, Professional/Technical, and Mid-Management Employees Group; and

WHEREAS, the proposed salary range for the Recreation Coordinator classification would be added to the Town's Salary Schedule to be \$5,200 to \$6,321 per month, and

NOW, THEREFORE BE IT RESOLVED, that the Town Council does hereby approve and adopt reinstatement of the job classification of Recreation Coordinator, a revised job description (Attachment A), and establish the salary range in the Town's Salary Schedule (Attachment B).

I, the undersigned, hereby certify that the foregoing is a full, true and complete copy of a resolution duly passed and adopted by the Town Council of the Town of Corte Madera at a regular meeting thereof held on the 2nd day of March, 2020, by the following vote:

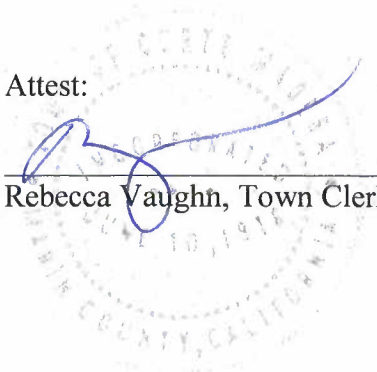
AYES: Councilmembers: Andrews, Bailey, Beckman, Kunhardt, Ravasio
NOES: Councilmembers: - None -
ABSENT: Councilmembers: - None -

Approved:


James H. Andrews, Mayor

Attest:


Rebecca Vaughn, Town Clerk



TOWN OF CORTE MADERA

RECREATION COORDINATOR

DEFINITION

Under the general direction from the Parks and Recreation Director and Recreation Supervisor, the Recreation Coordinator performs a variety of work which may include planning, organizing, coordinating, implementing and supervising recreation programs, activities and services in a specified area, such as sports or recreation programming in support of a Town-wide program; and to perform a variety of professional and technical tasks related to program responsibilities and other work as assigned.

DISTINGUISHING CHARACTERISTICS

This is a professional position and is expected to work independently and to take a lead role in recreation programming and operations. This position may be assigned to coordinate one or more program areas and is responsible for all aspects of programming and facility management. The incumbent functions as a specialist in major program assignments such as children's or adult services, such as the summer camp program for youth. The Recreation Coordinator is expected to develop and implement programs and provide public services to recreation patrons, and to be responsible for all coordination and operations of such programs and activities.

The Recreation Coordinator would be responsible for the full range of duties as listed in this job description, participate in and oversee one or more major recreation programs, perform some administrative functions such as recruiting and hiring instructors and staff, budget management, and may be asked to supervise paraprofessional and technical staff, students, contractors and volunteers. The Recreation Coordinator may assist the Parks and Recreation Director or Recreation Supervisor with the overall administration and organization of core recreation services, planning, organizing and coordinating town-wide activities and engaging in analysis of programming, budgetary and other resources to deliver planned services. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and they are fully aware of the operating policies and procedures within the work unit. Positions in this class are flexibly staffed and may be filled by advancement from an entry level class.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Recreation Supervisor. Oversees activities of paraprofessional staff, students, volunteers, seasonal or part-time staff, monitors performance of contractors, and organizes and directs the work of such staff contractors as appropriate.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

(Depending on assignment, may include but are not limited to, the following:)

- Develop, implement, coordinate and evaluate recreation activities, services and programs in designated areas such as children's, youth or adult services.
- Takes lead role in planning, scheduling and organizing recreation programs, special events and activities; recruits, hires and monitors instructors, students, contractors, seasonal and part-time staff, as appropriate; trains and organizes staff, manages patron registration; coordinates and schedules use of facilities, including athletic fields, facilities, parks, and playgrounds as appropriate.
- Preparation of appropriate materials for department catalog.
- Promote and coordinate assigned programs and activities, including preparing and distributing public information and program marketing materials such as news releases, flyers, schedules of events, pamphlets and online marketing materials
- Provide information related to assigned programs for the purpose of evaluating effectiveness and recommendations for improvements or modifications; help conduct research and surveys regarding recreation issues, techniques, programs and equipment; recommend new activities, programs and services.
- Provide input and submit budget requests during the preparation and administration of the recreation program budget for assigned area(s); requisition services, supplies, materials and equipment. Analyze needs for staff, equipment and other resources and prepare associated reports and documents.
- Promote Town recreation programs in the community; respond to inquiries and concerns regarding recreation activities; research and resolve conflicts within scope of responsibility.
- Perform outreach to the community, community organizations, and schools, inform community members and organizations about recreation services, programs and collections.
- Follow departmental and town-wide policies and procedures and any other governmental regulations as they relate to the supervision of recreation participants and general work practices.
- Maintain logs, files and other record keeping systems; gather and monitor information and prepare and present periodic statistical, financial, and operational reports.
- Utilize current and emerging technology to manage program activities such as lesson plans, program information, marketing, registration, service level and patron satisfaction surveys, and other program record keeping activities.
- Respond to and resolve difficult, complex and sensitive patron complaints and inquiries.
- Provide regular oral and written reports to supervisor(s) regarding program operations, issues and needs.
- Participate in meetings, committees or projects intended to enhance services or promote consistent policies and procedures across the department, as assigned.
- Build and maintain positive working relationships with co-workers, other Town employees, contractors, and the public using principles of good customer service.
- Maintain awareness of emerging trends in recreational programming, services, equipment, and technology used to support, enhance or improve service delivery.

- As needed, assist the public at the front counter and on the phone; answer questions and provide information to the public; receive and review registration applications for completeness, register participants; take reservations for building use; participate in developing office procedures; train staff in any software used to carry out departmental programs.
- Perform duties as a Disaster Service Worker as needed per California State law.
- Perform other related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Current principles, practices and leadership techniques characteristic of a municipal government recreation program, professional recreation best practices and procedures, methods and techniques of program development, coordination and service delivery.
- Rules, regulations and standard safety practices for age appropriate recreation activities.
- Principles and practices and techniques of public relations, community outreach and service promotion.
- Principles, practices, methods, of needs assessment and program evaluation.
- Statistical research methods as applied to evaluation of recreation programs.
- Automated systems and applications and techniques for automating, promoting and publicizing recreation services, programs and events, including registration for programs, classes and events.
- Applicable federal, state, and local laws, codes, rules, and regulations, pertaining to recreational programming and services, including mandated reporting and working with minors under the age of 18.
- Corte Madera Parks and Recreation and Town of Corte Madera policies and procedures as they relate to recreation programs and services, workplace safety, and employee conduct.
- Service needs and issues and general culture of the Corte Madera community.
- Administrative principles and practices of recreation programs and services, including program planning and evaluation techniques and the budget development and implementation process.
- Thorough knowledge of the practices and techniques of administrative and financial record keeping, data analysis and report preparation.
- Principles and practices of positive customer service and public relations.
- Best practices and techniques to educate customers and staff.
- Computer hardware and software programs such as Microsoft Office Suite, general modern office equipment, patron personal access devices, and other electronic devices and systems used in recreational programming and service delivery.

Skill and Ability To:

- Develop, plan organize, schedule and lead effective recreation programs and activities.
- Recruit, hire, train and monitor staff, students and volunteers.

- Understand and apply policies and procedures, laws, rules and regulations and adhere to program standards and objectives.
- Use automated or computerized systems and tools, including Microsoft Office suite.
- Learn and utilize new technology
- Use a computer and other technology, including software, hardware and the Internet, sufficient to be able to assist customers, conduct research, prepare reports, and use email and other communications technologies.
- Perform online and electronic searches to gather data and compile information.
- Make effective presentations to groups and representing the Corte Madera Parks and Recreation program to the public and among professional colleagues.
- Demonstrate initiative and sound judgment necessary to make responsible decisions, especially when coordinating or leading recreation programs and activities.
- Communicate clearly and effectively, both orally and in writing.
- Establish and maintain cooperative working relationships.
- Develop effective marketing strategies and materials.
- Make procedural decisions and judgments.
- Ability to manage a heavy seasonal workload and manage time accordingly.
- Analyze information logically and creatively to identify problems, drawing valid conclusions and developing effective solutions to operational and customer service problems.
- Perform accurate data entry and records maintenance and generate statistical reports.
- Monitor and/or maintain quality control standards.
- Develop, plan and implement short and long-range goals.
- Provide leadership in establishing effective working processes, relationships and communication, ensuring high productivity and quality public service.
- Organize and manage complex projects and competing priorities simultaneously.
- Travel to program sites, events, meetings, as needed.
- Serve as a Disaster Service Worker as needed in emergencies per California State law.

Experience and Training Guidelines:

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

Education:

A high school diploma or GED.

A Bachelor's degree in recreation administration, leisure services, physical education, education, business administration, public administration or a related field is highly desirable.

Experience:

Four or more years of increasingly responsible professional work in recreation or education performing duties similar to those of a Recreation Coordinator in the Town of Corte Madera.

License or Certificate:

- Possession of, or ability to obtain, a valid Cardiopulmonary Resuscitation (CPR) Certificate and a valid First Aid Certificate as issued by an organization such as the American Red

Cross. Certificates must be obtained within two months of appointment and maintained for the duration of employment.

- Possession of a valid California class C driver license upon appointment.
- Ability to meet legislative and regulatory requirements relative to working with minors under the age of 18 in California.

PHYSICAL WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Position requires regular periods of intermittent to prolonged sitting, standing, walking, running, kneeling, crouching, stooping, and squatting, in the performance of daily activities.
- The employee will occasionally be required to twist, climb, balance or crawl.
- Work is performed in an indoors and outdoors environment with exposure to dust and/or other allergens, noise, weather, uneven surfaces and terrain and confining workspaces.
- While performing the duties of this job, the employee is exposed to video display terminals on a frequent to intermittent basis.
- Position requires the gripping of recreational equipment and office tools, repetitive hand movement and fine coordination in data entry and preparing reports using a computer keyboard.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Acute hearing is required when providing phone and personal service.
- The employee must regularly lift and/or move up to 15 pounds and occasionally lift and/or move up to 25 pounds.
- Must be able to travel to different work sites and locations.
- Must be able to work flexible hours, including evenings and weekends.

Effective Date: 03/02/2020

Council Approval: Resolution No. 11/2020

Exhibit B

Amended Salary Schedule for Reinstated Classification

**TOWN OF CORTE MADRA
AMENDED SALARY SCHEDULE C MARCH 2, 2020**

CLASSIFICATION TITLE	Step 1	Step 2	Step 3	Step 4	Step 5
MID-MANAGEMENT EMPLOYEES					
Recreation Coordinator	5,200	5,460	5,733	6,020	6,321