



BELL CANYON COMMUNITY SERVICES DISTRICT  
30 HACKAMORE LANE  
BELL CANYON, CALIFORNIA 91307

RECREATION EVENTS COORDINATOR JOB DESCRIPTION  
(PART TIME)

**Job Title:** Recreation Events Coordinator      **Prepared Date:** February 2023  
**Reports To:** General Manager      **Approved by:** Board of Directors  
**FLSA Status:** Non-Exempt      **Approved Date:**  
**Category:** Miscellaneous

**JOB SUMMARY:**

Under direction of General Manager, oversees and coordinates the operations and services of assigned community recreation programs, events, and activities; assesses needs, plans, implements, supervises and evaluates instructors, vendors, service providers, and other staff or agents. Preparation of various agenda reports and presentations to the Board and community groups may be required, as well as ability to perform analysis of implementation of programs, events, and activities, as needed.

**REPRESENTATIVE DUTIES:** (Duties may include, but are not limited to, the following)

Plans and organizes assigned recreation activities in the areas of sports, youth, seniors, instructional classes, or recreation programs, events, and activities.

Recruits, trains, schedules, and supervises a variety of personnel and volunteers.

Develops new recreational programs and activities by researching trends, community requests, and evaluating community needs.

Promotes recreational programs, events, and activities; prepares informational and marketing other materials and methods.

Observes and monitors the quality of programs, events, and activities.

Prepares and controls equipment inventory and stock deliveries.

Orders, inspects, and maintains recreation equipment and materials.

Develops and administers program budgets and monitors expenses; provide input in the preparation of the budget.

Maintains records and develops reports concerning new or ongoing programs and program effectiveness; prepares statistical reports as required.

Processes contractor and vendor payments.

Collects and accounts for program fees and registration, if applicable; maintains appropriate financial records and prepares mandated reports.

Responds to requests and inquiries from the general public; provides information regarding assigned recreational program area; analyzes inquiries and determine steps necessary to resolve issues.

Performs other duties as required.

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

An associates' degree from an accredited college or university with major course work in recreation, physical education, public administration, or a related field.

Two years of increasingly responsible technical and supervisory experience in recreation program coordination.

**Licenses and Certifications:**

Must possess a valid California State driver's license and maintain satisfactory motor vehicle record.

**Knowledge of:**

Basic operations, services and activities of the recreation program to which assigned; Methods and techniques of planning, organizing, implementing, and coordinating assigned recreation program, event, or activity; Basic principles of budget preparation and control; Basic principles of supervision, training, and performance evaluation; Principles and practices of recreation program development and implementation; Methods and techniques of special events planning and coordination; Techniques used in public relations and customer service practices; Rules and equipment used in assigned recreation program area; Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases; Principles and procedures of record keeping; Principles of business letter writing and basic report preparation.

**Skills:**

Modern office procedures, methods and computer equipment; typing, power point, excel spreadsheet

**Ability To:**

Coordinate and direct assigned recreation programs; Assist in the coordination and promotion of District-sponsored events; Develop, coordinate, organize, and conduct assigned recreation programs, activities, events, or classes in assigned area; Recruit, select, train, and evaluate a variety of personnel and volunteers; Understand community needs in recreational areas and evaluate activities according to those needs; Recommend and implement goals and objectives for providing assigned recreation services; Elicit community and organizational support for assigned recreation programs; Allocate limited resources in a cost effective manner; Prepare and administer assigned program budgets.

### **Working Conditions, Essential Job Functions**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in a standard office environment and at indoor and outdoor recreational facilities with travel to different locations; work and/or walk on various types of surfaces including slippery or uneven surfaces; extensive public contact; incumbents may be required to work extended hours including evenings and weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in an office and recreation facility setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of transportation; and to verbally communicate to exchange information.