

**NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY  
THE HUMAN RESOURCES DIRECTOR**

The following actions are being posted in accordance with Rule 109. In the absence of requests to meet addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

**Posting No:** 32  
**Fiscal Year:** 2009/2010  
**Posted Date:** February 16, 2010

***ESTABLISH THE FOLLOWING JOB SPECIFICATION:  
(Draft job specification attached.)***

<b>Item #</b>	<b>DEPT/ DIVISION</b>	<b>Class/Title</b>
1	REC	3286 Recreation Coordinator \$1,765 B \$2,145

**For additional information regarding the above proposed action, please contact Cathy Abela at (415) 557-4933 or e-mail her at [Cathy.Abela@sfgov.org](mailto:Cathy.Abela@sfgov.org).**

Requests to meet on an item should be addressed to the Human Resources Director, 1 South Van Ness, 4th Floor, San Francisco, CA 94103. All requests must be received in writing no later than close of business seven (7) calendar days from the posting date. FAX'd copies will be accepted as timely with original to follow. Copies of this notice may be obtained from the Information Center, 1 South Van Ness, 4th Floor or from DHR's website at: <http://www.sfdhr.org/index.aspx?page=109>

**cc:** All Employee Organizations  
All Departmental Personnel Officers  
Anita Sanchez, CSC  
Harvey Rose, Budget Analyst  
Christina Fong, DHR  
Carmela Villasica, DHR  
Linda Cosico, DHR  
RAS Team Leader(s)  
DHR Support Services  
Martin Gran, DHR  
Steve Ponder, DHR  
Cathy Abela, DHR  
Clare Leung, MTA  
Suzanne Wong, MTA  
File

**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: Recreation Coordinator  
Job Code: 3286**

**INTRODUCTION**

Under general supervision, the Recreation Coordinator is responsible for the supervision, planning, development, and evaluation of community recreation programs in a specific area of recreation occurring at various community recreation facilities; or provides multipurpose facility supervision supporting a specific area of recreation occurring at various facilities; and performs related duties as required.

Requires responsibility for analyzing community and group recreational needs, in selecting and adapting programs to meet those needs, in procuring the materials and resources necessary for implementing recreation programs, and in making the most effective use of the facilities and staff.

**DISTINGUISHING FEATURES**

Class 3286 Recreation Coordinator is distinguished from the lower recreation classes in that the lower classes perform routine recreation duties or assists at a large recreational unit with a recreation program. The 3286 Recreation Coordinator is responsible for the supervision of the programs or the facility.

Supervision Exercised: Incumbents in Class 3286 Recreation Coordinator supervise subordinate staff leading recreation activities or providing general monitoring at the facilities.

**MAJOR, IMPORTANT, AND ESSENTIAL DUTIES**

*According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.*

**Recreation Facility Coordinator:**

1. Develops and conducts surveys of parents, communities and the general public regarding recreation programs and facility use; compiles data and recommends new programs or revisions to existing programs based on survey results.
2. Prepares quarterly recreation program recommendations; implements programs upon approval of Supervisor; reviews and prepares general recreation program policy recommendations.
3. Maintains the Site Emergency Action Plan and coordinates periodic safety inspections and maintenance of facilities and grounds.
4. Prepares daily, weekly and seasonal schedules of events and activities of assigned community recreation center; plans, organizes and coordinates special programming such as sports tournaments and holiday events and supervises designated staff.
5. Coordinates and staffs an advisory council to the community center, monitors expenditures of advisory council funds, compiles data and prepares financial reports.
6. Compiles statistical data and prepares reports on attendance, facility use and budgeted expenditures; prepares and monitors the center's annual operating budget.
7. Plans, designs and coordinates the production of marketing tools such as brochures and

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fliers; prepares press releases and news articles for community papers; prepares agendas and presentations for community meetings.

8. Assists in pursuing additional resources for programs through grant applications, solicitation of donations and other fund-raising activities.
9. Conducts informational meetings with staff, and volunteers concerning policies, procedures, rules and regulations related to their specific assigned activities at a community recreation center.
10. Approves the use of the facility by outside groups and ensures that they adhere to department policies and procedures.
11. Performs other related duties as assigned.

**Recreation Program Coordinator:**

1. Oversee and coordinate various operations, services, and activities of an assigned recreation program including city-wide cultural arts, sports and athletics, outdoor and waterfront recreation services, senior services, and youth development or special City events. Includes program development, implementation, problem solving, program evaluation, public relations.
2. Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing assigned recreation program services; supervise designated staff and implement policies and procedures.
3. Monitor program performance; recommend and implement modifications to systems and procedures.
4. Coordinate and promote assigned recreational programs and activities.
5. Develops staff schedules and coordinates their activities in varying locations.
6. Maintain records and develop reports concerning new or ongoing programs and program effectiveness; prepare statistical reports as required.
7. Plans, designs and coordinates the production of marketing tools such as brochures and fliers; prepares press releases and news articles for community papers; prepares agendas and presentations for community meetings.
8. Assists in pursuing additional resources for programs through grant applications, solicitation of donations and other fund-raising activities.
9. Conducts informational meetings with staff, and volunteers concerning policies, procedures, rules and regulations related to their specific assigned activities at a community recreation center.
10. Respond to requests and inquiries from the general public; provide information regarding assigned recreational program area.
11. Conducts informational meetings with staff, coaches, and volunteers concerning policies, procedures, rules and regulations related to their specific assigned activities at a community recreation center.
12. Performs other related duties as assigned.

**IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES**

Knowledge of: modern and complex principles and practices of outcome-based planning,

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administering, evaluating, and coordinating of recreation and community services; principles and practices of multipurpose facility management, rental, operation and supervision; budget practices; modern office procedures, methods and equipment including computers; principles of business letter writing and basic report preparation; pertinent Federal, State and local laws, codes and regulations and principles and practices of basic first aid.

Ability to: supervise, direct and coordinate the work of lower level staff; coordinate and oversee usage of assigned recreational facilities; elicit community and organizational support for the assigned community recreation center; interpret and explain City recreation program policies and procedures; recognize and address the needs of conflicting and competing recreation patrons in the community; establish and maintain effective working relationships with those contacted in the course of work, community stakeholders, community recreation center patrons, and community advisory committee members.

**MINIMUM QUALIFICATIONS**

*These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license which may be required for employment in the class. Although these minimum qualifications are typical of the class, additional minimum qualifications and special conditions may apply to a particular position and will be stated on the job announcement.*

1. Possession of a Baccalaureate degree from an accredited college or university with major course work in Recreation, Recreation Administration, Physical Education **AND**  
One (1) year of verifiable experience leading recreational activities of children, teenagers or adults at a park, playground, school recreation center or community center **OR**
  
2. Possession of a Baccalaureate degree from an accredited college or university **AND**  
Two (2) years of verifiable experience leading recreational activities of children, teenagers or adults at a park, playground, school recreation center or community center

Substitution: an equivalent combination of education and experience as described above. One year (2000 hours) of additional qualifying experience will be considered equivalent to 30 semester units/45 quarter units.

Note: Must obtain a Certified Park and Recreation Professional (CPRP) certification issued by the National Recreation & Park Association within six months of employment.

**LICENSE AND CERTIFICATION**

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**PROMOTIVE LINES**

To: 3289 Recreation Supervisor

**ORIGINATION DATE:** 2/12/10

**AMENDED DATE:**

**REASON FOR AMENDMENT** *To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.*

**BUSINESS UNIT(S):** COMMN