

**CITY OF SOLVANG**  
**JOB DESCRIPTION**  
**RECREATION COORDINATOR**

This is not an individualized job description. It defines the general character and scope of responsibilities. It is not intended to describe and does not necessarily list every duty for a given position.

**DEFINITION**

Under the supervision of Management Analyst (or City's Manager's appointee) or the Recreation Supervisor, plans, develops, promotes, coordinates, implements, and assists in supervising City recreation programs under policies and procedures. This position also performs a variety of administrative support functions related to scheduling facilities and coordinating recreation program registrations. This position is in direct contact with the City's constituents and plays a vital role in serving the public and creating a positive impression of the City of Solvang.

**LICENSE REQUIRED**

- Possession of a valid Class B California driver's license. Employee shall remain on probation until Class B License is obtained.
- Possession of a valid CPR and First Aid Certificate.

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to the following:

- Plans, organizes and coordinates recreation programming including activities and special events for all age groups.
- Analyzes recreational needs and proposes programs to meet those needs.
- Participates and instructs in a variety of recreational programs, trips and/or special events as required, including those that are beyond the standard work shift.
- Serves as the primary contact with the public for Parks and Recreation inquiries. Provides general information and assists the general public, City staff, outside groups and various agencies.
- Performs receptionist functions including answering the phone, scheduling meetings and facilities, and responding to general inquiries.
- Coordinates all aspects of program registration, including reviewing and printing program rosters, ensuring completion and filing of waivers, payment collection and deposits, cancellation procedures and other related work.
- Maintain, update and input all parks and recreation program information on the City website. Periodically reviews website to ensure data is accurate and up to date.
- Maintains City parks and facilities reservation calendars and coordinates park reservations with Park Host and Parks Maintenance staff.
- Coordinates use of the Veterans' Memorial Building marquee, including scheduling of signage, preparing signage for installation, and consistent scheduling to remove signage.

- Schedules the Veterans' Memorial Building reservations and City parks reservations including the use of park fields/courts. Handles related payments, deposits, and refunds. Coordinates with City departments/divisions regarding pertinent information to reservations in a timely manner.
- Assists with special events within the City of Solvang including park permits, scheduling, collection and deposit of fees, and other related duties. Works with clients and City departments/divisions to coordinate and share pertinent information related to the special events in a timely manner.
- Coordinate and maintain the City of Solvang streetlight and highway banner programs including scheduling, collection and deposit of fees, and other related duties. Coordinates with other City departments/divisions regarding installation and removal in a timely manner.
- Serves as primary cashier for the City of Solvang Parks and Recreation program and reservation payments.
- Responsible for accurate and exact recording, collection, and balancing of all payments, including cash, checks, and credit cards, on a daily basis.
- Processes, files (electronic and/or paper), and maintains records, forms and reports while ensuring accuracy, timeliness, and completeness of assignments. Files such records on the City's Laserfiche electronic filing storage system on a regular and routine basis.
- Operates office equipment such as a fax machine, typewriter, copier, computer, telephone, and radio communication equipment.

### **ESSENTIAL FUNCTIONS**

- Knowledge of modern principles and practices in developing, implementing and maintaining an effective recreation program.
- Knowledge of principles of recreation services.
- Exercise principles and practices of safety in recreation programs.
- Accurately assess community recreation needs and desires.
- Maintain effective working relationships with the public, supervisors and fellow employees.
- Ability to cashier with accuracy and exact recording.
- Ability to communicate effectively in writing and orally and provide positive customer service.

### **EDUCATION AND EXPERIENCE**

Bachelor's Degree in Recreation Management or other similar area and two years professional experience in adult and youth recreational services is desired. Additional experience in clerical and administrative roles is preferred.

### **PHYSICAL DEMANDS**

