



City of Henderson

RECREATION SERVICES COORDINATOR

CLASS CODE	000032	SALARY	\$2,023.16 - \$3,084.87 Biweekly \$52,602.19 - \$80,206.64 Annually
ESTABLISHED DATE	July 07, 2021	REVISION DATE	July 07, 2021

PURPOSE

Under general supervision, develops, coordinates, implements, schedules, and evaluates recreation programs, activities, and services; serves as on-site supervisor for staff and volunteers of a recreation or aquatics facility, program area, or special event; and performs related duties as assigned.

ESSENTIAL FUNCTIONS

- Develops, coordinates, implements, schedules, and evaluates recreation programs, activities, services, and events, and activities to meet the needs of the community; ensures activities follow established local/state requirements, policies, contracts, safety regulations, and department goals.
- Secures instructors, vendors, promoters, and community resources and ensures they have required credentials/documentation/insurance; monitors registration and processes payments and refunds; creates and adheres to program budgets; evaluates programs for effectiveness and participation levels; provides information for department brochure; ensures programming locations and instructors are scheduled and any related equipment and/or supplies are available and ready for use.
- Supervises, schedules, directs, trains, and assigns the work of staff; interviews and selects candidates for hire and promotion; monitors and evaluates employee performance and recommends and administers disciplinary action; monitors the budget for part-time staffing hours.
- Coordinates, schedules, and evaluates the work of volunteers and contract instructors; ensures staff, volunteers and contract instructors adhere to policies and procedures for efficient and safe operations.
- Assists in the oversight and coordination of facility/amenity rentals; conducts inspections of facilities to identify safety, security, and maintenance issues; submits work orders as required; manages facility schedule; provides customer service to patrons and resolves issues as required; reconciles cash drawers.

When assigned to Aquatics:

- Coordinates and implements aquatics programming, rental of aquatics facilities, and the swim lane allocation process.
- Monitors pool operations and ensures that pools and facilities are clean, and that equipment is in good operating condition; ensures local and/or state health codes, safety, and water requirements and regulations are being met; performs regular water tests, monitors pool chemical levels, and recommends chemical adjustments when necessary.

- Administers the aquatics staff training and certification process, lifeguarding fitness tests, and in-service training on emergency procedures for aquatics staff; ensures that records of staff's certifications for employment in aquatics are current.

When assigned to Outdoor Recreation, Special Events/Cultural Arts:

- Coordinates the contract and booking process; works with other City departments in negotiating prices, originating, and ensuring the timely issuance of performer and vendor contracts.
- Works closely with other City departments and/or divisions to develop, plan, and implement promotional activities in support of scheduled entertainment, programs, and events.

When assigned to Senior Services:

- Works with community groups, partners, sponsors, and outside organizations or entities including the Senior Commission and other committees.
- Organizes and oversees the delivery of social and community services resources and information.
- Assists in the grant application and funding process; administers grant funds and prepares associated reports.

When assigned to Sports and Field Allocations:

- Coordinates the field allocation process for all sports programming; resolves field allocation issues and complaints; works directly with organizations to schedule tournaments and league play.
- Coordinates and schedules City sponsored sports programming including field allocations, tournaments, league play, sports equipment, and referee/official scheduling; recruits volunteer coaches and completes background check process.
- Works with Parks Maintenance to ensure fields are ready for play and coordinates joint efforts for field maintenance and management.

When assigned to Youth Enrichment:

- Assists in the oversight and coordination of before and after school care held at Clark County School District (CCSD) school sites and all-day programming at City facilities when school is not in session.
- Coordinates with community and social service organizations to provide meals and/or other related services to at-risk participants.
- Performs site visits and serves as the on-site CCSD liaison; may work in program to assess staff or participant needs and to provide direction and training to staff; may be required to work in program to maintain staffing levels.
- Administers the financial assistance program offered to City residents to participate in parks and recreation programs.

MINIMUM QUALIFICATIONS

- Associates degree from an accredited college or university in Parks and Recreation, Sports Management, Business Administration, Public Administration, Social Services, or a closely related field.
- Three (3) years of full-time work experience in recreation, special events, or sports programming.
- Note: An equivalent combination of related training and work experience may be considered.

- Must possess and maintain a valid Nevada or “border state” driver’s license, as defined by NRS 483.
- May be required to obtain and maintain various licenses and certifications within three (3) to six (6) months of hire or promotion based on assigned program area such as, but not limited to: American Red Cross First Aid and CPR, Southern Nevada Health District Food Handler Safety Training Card, Lifeguard/Lifeguard Instructor, national Certified Pool Operator (CPO) or Aquatic Facility Operator (AFO).
- All required licenses and certificates, as mandated by State and Federal Laws or as required herein, must be obtained, and maintained at the incumbents’ expense.
- Desirable: Bachelor’s degree in one of the areas of study listed above.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of modern theories, principals, practices, methods and models of organizing, conducting, and directing play and recreation to create recreational programs and experiences; rules, regulations, policies, and operating procedures of the Recreation Divisions and/or Sections; rules and regulations governing the conduct and safety of persons using municipal recreational facilities, programs and equipment; purpose, use and benefits of municipal recreational activities; City policies and procedures; Federal, State and City safety rules and regulations; occupational hazards and safety precautions; basic computer applications involving word processing, data entry and standard report generation.
- Ability to understand and implement program evaluation tools and suggest changes; use initiative and independent judgment within established procedural guidelines in planning programs and interpreting the needs and desires of the public; effectively work with a diverse community; communicate effectively verbally and in writing; effectively explain policies and procedures; establish and maintain effective working relationships with those contacted in the course of work.
- Skilled in interpreting and applying City and department policies and procedures; supervising and controlling recreation activities and participants; supervising the work of recreation staff, volunteers, and contract instructors; providing training to newly hired staff; effectively supervising operations, and delegating tasks and authority; promoting and enforcing safe work practices; assessing and prioritizing multiple tasks, projects and demands; safely operating and maintaining tools and specialized equipment.

ADDITIONAL INFORMATION

- FLSA Status: Exempt
- Wage Assignment: Pay Band 2
- Supervisory classification: Yes
- EEO 4 Category: Paraprofessionals
- Incumbent is required to respond to urgent or emergency situations and work a flexible schedule which includes evenings, weekends, and holidays.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

- [For work environment and physical requirements click here](#)

Other Class Spec Title 2

This description is intended to indicate the essential functions and levels of work difficulty of the position and is not intended to describe in detail all of the position’s specific duties and responsibilities nor exclude other duties of similar level or difficulty. Additionally, it is not intended to limit management’s rights to assign, direct, and control the work of employees under their supervision.