

**THE RANCH**  
**(Belvedere-Tiburon Joint Recreation)**

**YOUTH RECREATION COORDINATOR**  
**JOB DESCRIPTION**

**DEFINITION**

A Recreation Coordinator is responsible for the development, planning, promotion, instruction, and supervision of recreation programs, which may include after school programs, contract classes, sports classes, holiday camps, special events, adult programs, and summer day camp.

*The current program focus for the vacant Recreation Coordinator position is: Angel Island Summer Day Camp Director, After School Program Coordinator, Vacation Camps Coordinator, and Youth Basketball League Commissioner.*

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

**DIRECTION RECEIVED /SUPERVISION EXERCISED**

The work is performed under the direction of the Youth Recreation Supervisors.

The Recreation Coordinator is responsible for the direct supervision of provisional part-time and seasonal staff; and assists in monitoring the work of contractors.

**EXAMPLES OF ESSENTIAL JOB FUNCTIONS AND DUTIES**

- Participate in the development and implementation of the agency's strategic plan, goals, objectives, policies, and procedures and assume duties as assigned to achieve the goals and objectives.
- Implement BTJR's strategic plan, goals, objectives, policies and procedures within the youth programs.
- Participate in the implementation of all federal, state and local policies, laws, and regulations within the youth programs.
- Participate in the implementation of BTJR's Illness and Injury Prevention Plan, risk management policies and procedures for employees and program participants. Oversee the safety of program participants and keep accurate and up to date records of incidents/accidents; respond to on-site emergencies and incidents.
- Assist to hire, motivate, and provide training to recreation staff and volunteers; perform evaluations, work with staff to correct deficiencies; implement discipline procedures as directed by the Youth Recreation Supervisor.
- Plan, organize, conduct, and manage recreation and education classes, programs, and special events.
- Coordinate the organization, staffing, and daily operational procedures for assigned summer camp; oversee the development and implementation of an age appropriate traditional camp curriculum and maintain a proper balance of activity.
- Participate in the administration of assigned program budget maintaining accurate records of expenses; determine equipment and supply requirements for program and camp activities; obtain and purchase supplies as needed.
- Assist in the evaluation of contract teachers; supervise students in contract classes as required by absences and emergencies; report to supervisor any improper conduct of contract teachers.

- Communicate and collaborate effectively with the childcare center, school, state, and town/city personnel, camp vendors, and recreation administrators.
- Market and promote programs as assigned.
- Maintain accurate and detailed program records and files.
- Maintain equipment and the facilities being used according to standards set; ensure a clean and organized program space; inspect equipment being used and ensure its proper use and safety of those using it.
- Be visible and available to answer questions relating to recreation and summer camp programs; communicate effectively to resolve problems, conflicts, and complaints.
- Assist with program registration, office administration, and customer service; manage the phones and office as assigned.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

- Principles and practices used to develop, direct, and lead recreation/camp programs.
- Knowledge of developmental stages of children.
- Principles and practices of effective classroom/group management techniques used in a recreation program setting.

#### **Ability to:**

- Proficiently use Microsoft Office software, including outlook, word, excel, and publisher.
- Lift and move program supplies, tables and chairs; walk on rough or uneven terrain.
- Respond to emergencies.
- Establish and maintain effective work relationships with staff and outside agencies.
- Provide exceptional customer service to the public.
- Plan, organize, direct, and coordinate the work of part-time staff.
- Perform work in an efficient, effective, and timely manner with minimal direction.
- Train, supervise, and evaluate staff.
- Assess and respond to customer's concerns and needs in a professional and courteous manner.
- Participate on work teams to facilitate special programs, events, and projects and be able and willing to work extended hours included evenings and weekends as assigned.
- Analyze problems, identify solutions, and provide sound recommendations for action.
- Communicate clearly and concisely both orally and in writing.

### **EXPERIENCE AND EDUCATION**

Requires two years progressively responsible experience in planning, implementing, and supervising recreation activities, programs, camps, and special events; experience managing and implementing summer day camp programs. Degree in Recreation Administration/Management or related field preferred.

### **LICENSE**

A valid California Driver's License and satisfactory driving record.

### **PHYSICAL DEMANDS**

- Some lifting, pushing, pulling, and carrying up to 40 lbs.
- Seeing, hearing and speaking, both nearby and at a distance.
- Use hands and fingers and fine dexterity ability to handle activity supplies.
- Standing, sitting, kneeling, walking, and hiking.

### **ADDITIONAL INFORMATION**

- All staff will be checked on the National Sex Offender Registry Website.

- All staff will have a criminal background check completed through a DOJ/FBI “Live Scan” fingerprint.
- All staff must have a minimum of 3 references and verified work experience.
- All staff are required to acquire current CPR, AED & First Aid Certification within 3 months of hire.

### **COMPENSATION**

**HOURS** - 40 hours per week year round

**Salary:** \$50,000-\$60,000 annually  
**Sick Leave:** Eligible for up to 12 days in accordance with agency policy.  
**Holidays:** 12 paid holidays plus 1 floating holiday  
**Health Benefits:** \$816/month credit toward medical/dental benefit or cash payment.  
**Retirement:** 7.5% of salary is paid by the department into a 457 retirement plan in lieu of social security deductions  
**Vacation:** 10 days paid vacation per year

### **TO APPLY**

Please submit a resume, cover letter, a list of three professional references, and answers to the following supplemental questions to the Youth Recreation Supervisor, Tina Morales at 600 Ned’s Way, Tiburon, CA 94920 or email [tmorales@theranchtoday.org](mailto:tmorales@theranchtoday.org).

**First review of applicants is scheduled for the week of March 23<sup>rd</sup> – March 27<sup>th</sup>.**

Interviews are tentatively scheduled for **Friday, April 3<sup>rd</sup>**.

### **SUPPLEMENTAL QUESTIONS**

1. Please describe your experience in planning, organizing, and supervising summer camp programs or closely related activities for youth, grades K-8.
2. Please describe your experience managing staff or groups of people in an organized setting.