

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Code No. 001018
Grade 18**

RECREATION COORDINATOR

DEFINITION OF CLASS:

This is professional work involving planning, organizing, administering, coordinating, and facilitating a variety of community and specialized recreational program activities of limited scope, size, and complexity. Personal contacts are primarily with other employees and supervisors in the Recreation Department, but also include limited contacts with school officials, local and national organizations, sports associations, community organizations, and other government organizations for the purpose of providing and exchanging information. Public service and assistance is provided to patrons on a recurring and frequent basis; employees provide immediate assistance to many people on a daily basis. Most positions require the employee to work evenings and weekends as part of their normal work schedule.

An employee in this class utilizes knowledge of recreation methods, practices, procedures, regulations, precedents and policies in administering a variety of recreational activities and facilitating the delivery of program services within a defined area of one or more recreational programs. Work is performed under supervision of a Recreation Supervisor. Significant aspects of work involve establishing effective working relationships with program participants and co-workers and some direction of part-time, temporary employees and volunteer staff. Assignments are carried out in accordance with established policies and operating procedures; however, the employee does have some latitude to exercise independent judgment. The complexity of this class of work is derived from administering recreational activities, coordinating schedules, and assisting in developing program activities and classes. The impact of properly performed work is realized by all citizens through a high quality recreation program. A significant portion of work is performed in recreation centers to which the public has unrestricted, open access. Work is primarily sedentary and includes some walking, standing, bending, or carrying and delivering of supplies.

EXAMPLES OF DUTIES: (Illustrative Only)

- Schedules and monitors utilization of recreation facilities and equipment by community groups.
- Supervises group activities by monitoring and ensuring compliance with the rules on the use of facilities and equipment.
- Conducts surveys, develops and implements program activities to meet community needs or the special interest group needs.
- Recruits, trains, supervises, and recommends placement of part-time and volunteer staff.
- Participates in the planning and execution of recreational program activities.
- Maintains schedule book of facility use, and posts the schedule for public knowledge.
- Maintains active contacts with community groups, organizations, agencies, and individuals for resource aides.

- Prepares records, advises supervisor on personnel, fees, program enrollment, repairs, requisitions, attendance, etc.
- Collects and accounts for all program fees.
- Communicates recreational activities and events through various mediums.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the philosophy and objectives of organized recreation.
- Knowledge of recreational and leisure time needs of children, youth, and adults, and of equipment, space, and other items necessary to fulfill such needs.
- Demonstrated ability to independently plan and direct recreation program activities for varied age groups and special interest areas.
- Ability to deal tactfully and effectively with people.
- Ability to establish and maintain effective working relationships with individuals, groups, and agencies interested in or involved in recreation activities.
- Ability to communicate effectively, both orally and in writing.
- Ability to attend meetings or perform other assignments at locations outside the office, if necessary.

MINIMUM QUALIFICATIONS:

Experience: One (1) year of recreation work experience involving planning, organizing, and directing recreational activities or special interest recreation program activities/services.

Education: Graduation from an accredited college or university with a Bachelor's Degree.

Equivalency: An equivalent combination of education and experience may be substituted.

LICENSE: None.

PROBATIONARY PERIOD:

Individuals appointed to a position in this class will be required to serve a probationary period of six (6) months, during which time performance will be carefully evaluated. Continuation in this class will be contingent upon successful completion of the probationary period.

MEDICAL EXAM PROTOCOL: Limited Core Exam.

Class Established: April, 2004

Revised: August, 2013

October, 2014

Revised (minimum qualifications): September 2023