

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: OFFICE AND RECREATION COORDINATOR

TITLE #: 1923

DISTINGUISHING FEATURES OF THE CLASS: This work involves the performance of variety of general office/clerical functions of a routine nature associated with a recreation department and other departments within the municipality, as needed. The incumbent is also responsible for coordinating and organizing the activities of the parks and recreation program. Work is performed in accordance with established policies and procedures with leeway allowed for the exercise of independent judgement in carrying out the details of the work. Supervision may be exercised over the work of subordinate recreation employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Provides general administrative/clerical support to enhance the operation of the assigned department(s);

Indexes and files letters, reports, memos and other related office documents;

Conducts simple file searches and maintains record of charge-out of files;

Gives out routine information to the public, either in person or on the telephone;

Opens incoming mail, date stamps, and distributes to the appropriate staff;

Maintains automated and manual departmental files, records, mailing lists, etc, in accordance with departmental procedures;

Assists the parks and recreation committee in coordinating the municipal recreation program and activities;

Conducts public relations activities, recommends and prepares publicity for special events;

Schedules and coordinates recreation activities including summer camp;

Assigns hours, work locations and activities for subordinate to seasonal parks and recreation staff and volunteers;

Composes and produces correspondence and reports;

Requisitions, distributes and keeps records of equipment, materials and supplies;

Inspects equipment for safety and proper maintenance;

Assists in preparation of routine reports and surveys;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of office practices, procedures, terminology and equipment; good knowledge of the organization and conduct of recreation activities; good knowledge of the methods of group organization and instruction; working knowledge of business arithmetic and record keeping techniques; ability to organize and direct recreation activities; ability to plan and supervise the work of others; clerical aptitude; courtesy and tact; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and two (2) seasons of paid or volunteer experience conducting recreational activities or two (2) semesters of experience as a teaching assistant, teacher aide, coach or volunteer working in a classroom or gymnasium setting.

NOTE: A season is defined as the duration of a recreation program. A semester is defined as 15-18 weeks of an academic year.

ADOPTED: 2/25/2021 AT