



### **Classification Summary**

Plan, organize, coordinate and participate in the evaluation of City of Eugene recreation programs, and the joint City of Eugene/Eugene School District youth before/after school programs to meet the needs of Eugene School District students. These positions will also process, schedule and coordinate use and rentals of District and City of Eugene facilities; and perform other related duties as required.

### **Distinguishing Characteristics**

1. Although positions in this classification are considered District employment, the program is shared by both the Eugene School District and the City of Eugene. Program planning is directed by both the City of Eugene and the District to meet needs of a shared community.
2. This job classification is delineated from other district classifications and is not part of another classification series.

### **Supervisory Relationships**

1. Positions in this classification may provide technical supervision over clerical, volunteer, intern, work study, summer youth employment staff, recreation activity leaders, and others. May participate in hiring of employees and provide input pertaining to employee discipline, skills assessment, and discharge but not considered supervisors.
2. Receives general direction from supervisory staff of both the City of Eugene and the District Public Affairs Department.

### **Examples of Duties**

(The following are examples only and are not to be construed as being all exclusive or inclusive.)

1. Recommend and assist in the implementation of program goals and objective. Implement program guidelines and procedures.
2. Plan, prioritize, assign, instruct, coordinate and review the work of staff, volunteers and interns involved in the areas of assignment.
3. Participate in recruiting, hiring, training, and providing technical supervision of temporary staff such as clerical, maintenance, instructors, activity leaders, interns, work study students, summer youth employment candidates and volunteers.
4. Provide information and answer questions for the public; investigate complaints to recommend and implement corrective actions as necessary to resolve complaints.
5. Plan, develop, coordinate, and evaluate recreation and before/after school programs and services.
6. Market and promote programs and services including the preparation of fliers, newsletters, pamphlets, brochures, and public speaking.
7. Work cooperatively with businesses and other agencies to provide a balanced program.
8. Research, develop, prepare and present various reports on programs and activities.
9. Develop, monitor and evaluate program budgets. Assist in budget preparation and monitor and control expenditures; the preparation of cost estimates for budget recommendations; development of justifications for budget items.
10. Monitor program compliance with laws, rules and regulations related to provision of program services.
11. Assist in overseeing the maintenance and custodial care of assigned recreation and school facilities; ensure the safety of patrons, general public, equipment, vehicles by identifying and implementing risk management procedures and practices.

12. Coordinate the scheduling and reservation of City and District facilities for use and rental by the community and community groups.
13. Maintains regular and prompt attendance.
14. Performs other related duties as assigned.

**Required Knowledge, Skills and Abilities**

1. Knowledge of principles, concepts of community recreation programming to provide recreation, social and cultural programs and services.
2. Knowledge of the physical, psychological and social needs of youth including those with disabilities.
3. Knowledge of City of Eugene and District policies and procedures associated with community service programming.
4. Strong organizational skills and the ability to plan, prioritize and coordinate programs and staff.
5. Interpersonal skills and the ability to communicate effectively, both orally and in writing.
6. Ability to work harmoniously and effectively with diverse groups of people, staff members, administrators, and the general public.
7. Ability to exercise diplomacy in confronting and resolving conflicts and complaints.
8. Adaptability to organizational, supervisory and program changes including shared supervisory accountability between the City of Eugene and the Eugene School District.
9. Ability to control expenditures.
10. Willingness and ability to drive a 15 passenger van.
11. Ability to effectively market programs and services.
12. Ability to plan, develop and coordinate fund raising activities.
13. Ability to use current office technology and equipment (e.g., computer systems, fax, copiers, etc.)
14. License or certificate such as first aid and other certifications may be required for some positions.

**Minimum Qualifications for Class Entry**

1. Graduation from a two year college with major course work in community services, human services, recreation, public administration or related field; and at least two years of experience in recreational programming, social services, human services, community services or related areas; or
2. Graduation from a four year college or university in community services, human services, recreation, public administration or related field; or
3. Graduation from a senior high school or equivalent, and at least four years of experience in recreational programming, social services, human services, community services or related areas.