CITY OF SANTA CRUZ
COMMUNITY CENTER COORDINATOR

Reports to: **Recreation Superintendent**
Supervises: **Clerical, custodial and recreation classifications as assigned.**
Bargaining Unit: **Supervisory**

BASIC FUNCTION

Under direction, coordinates and supervises the operation of the Louden Nelson Community Center.

DISTINGUISHING CHARACTERISTICS

The Louden Nelson Community Center is a facility jointly owned by the County of Santa Cruz and the City of Santa Cruz. The County and the City exercise a joint powers agreement with provisions that the City shall hire all personnel, enter into contracts and provide for the operation and maintenance of the community center facility in accordance with personnel and fiscal procedures of the City. The occupant of this position works within the provisions of the joint powers agreement. This position operates with recommendations and advice from the Community Center Advisory Board.

TYPICAL DUTIES

- Supervises and coordinates the day-to-day operation of the Louden Nelson Community Center.
- Hires, schedules, trains and evaluates Community Center staff.
- Develops and implements scheduling procedures for use of the facility.
- Coordinates logistics with various individuals and community groups for the use of Community Center.
- Negotiates agreements with permanent users of the Center and monitors compliance of agreements.
- Plans and supervises the maintenance and repair of Center facilities, grounds and equipment.
- Develops and organizes recreation and service programs for the Community Center.
- Develops budget recommendations; implements and controls and adopted budget.
- Prepares and presents proposals and reports on activities and services.
- Supervises the collection and reporting of funds and the maintenance of all necessary records.
- Prepares press releases and publications pertaining to Center activities.
- Serves as staff representative to the Community Center Advisory Board.
- Makes recommendations on the long range development and use of the Center.
- Establishes and maintains effective working relationships with community groups, local governmental agencies, staff and individual citizens of the community.

City of Santa Cruz
Community Center Coordinator

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities:

- Thorough knowledge of the principles and practices of planning and promoting recreational, cultural or social service programs.
- General knowledge of the principles and practices of facility operations, maintenance and scheduling.
- Strong organizational skills to effectively coordinate programs and events.
- Good oral communication skills.
- Ability to write effective reports, proposals, agreements, correspondence and promotional materials.
- Ability to develop and maintain administrative procedures, records and budgets.
- Ability to effectively supervise and train staff.
- Ability to establish and maintain cooperative working relationships with a wide variety of individuals and organizations.

Education and Experience

Any combination of education and experience that provides the skills, knowledge and abilities listed is qualifying. A typical way to obtain these qualifications would be through:

- A Bachelor's degree from an accredited college or university in recreation, sociology, public administration, community studies or a related field; and two years of responsible administrative experience in coordinating community programs or facilities, including some supervisory responsibility.

Licenses

- Possession of a valid California driver's license and a safe driving record; or ability to provide suitable transportation that is approved by the appointing authority.

DESIRABLE QUALIFICATIONS

- Experience in developing and coordinating recreational and social service programs for children, teens and senior citizens.
- Experience in coordinating theatrical and multi-cultural programs.
- Knowledge of building maintenance and repair including electrical and plumbing systems.
- Knowledge of the operation and maintenance of theater lighting and sound systems.
- Awareness of the social, cultural and recreational needs of the local community.

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