

## RECREATION COORDINATOR

### JOB DESCRIPTION

**Classification Responsibilities:** A Recreation Coordinator is responsible for the overall management of a wide variety of major recreation programs and facilities through planning, budgeting, organizing, marketing, scheduling, directing, coordinating, and supervising. A Recreation Coordinator may be responsible for more than one assignment area and/or other recreation related activities. A Recreation Coordinator may also manage special events hosted by the City, neighborhood or community groups, school and community organizations, or the general public. Manages the planning, promoting, and presenting of recreation programs, special events, competitions, and related activities at parks, pools, playgrounds, and recreation centers. A Recreation Coordinator will participate in selecting, training, supervising, and evaluating full-time and part-time recreational staff, temporary agency workers, and volunteers. This class is responsible for the development and implementation of a program budget; recommending fees and charges; working with computer applications; monitoring programs, services and facilities, and preparing reports. Incumbents in this class may be rotated or transferred to other facilities and/or assignments based on department or seasonal needs. This class performs related duties as required.

***Adaptive Recreation and Inclusion Support Programs Assignment:*** An incumbent in this assignment is also responsible for coordinating and supervising staff, year-round and summer adaptive programs, inclusion programs, and multiple sports programs for individuals with physical and/or cognitive disabilities. Additional responsibilities include: assessment of individuals; coordinating program locations; developing programs; approving equipment purchases; and communicating with school officials, partnering agencies, and family members/caretakers. This assignment works closely with partner groups, Mesa Public Schools, Mesa Association of Sports for the Disabled (MASD), and other valley communities in the development and implementation of programs. Additional duties include: presenting to community groups, providing internal education programs; and completing monthly reports in a timely manner.

***Athletics Assignment:*** An incumbent in this assignment is also responsible for coordinating and supervising the implementation of youth and adult sports programs, leagues, clinics, workshops, and special events. Trains, schedules, and manages various umpires and officials. Coordinates sport field reservations for local, regional, and national clientele. Coordinates sport facility repairs and preparation with Park Maintenance staff. Develops and enforces league and facility rules and regulations. Coordinates marketing and social media needs for the assigned area. This assignment works closely with Mesa Convention and Visitors Bureau (Visit Mesa), to sell, promote, and market Mesa's services to regional customers. This assignment requires extensive use of registration and reservation software.

***Aquatics Assignment:*** An incumbent in this assignment is also responsible for coordinating, scheduling, supervising staff, and aquatic programs and activities at City Aquatic facilities. Additional responsibilities include developing and implementing staff/lifeguard training, scheduling facility rentals, working in partnership with local visitor's bureau, schools, user groups, and other organizations, monitoring and reporting daily cash receipts and cash handling procedures, organizing summer seasonal hiring process, and working with customers.

***Recreation Centers Assignment:*** An incumbent in this assignment is also responsible for coordinating and supervising staff, programs, and activities at the Recreation Centers. Responsibilities include: coordinating internal and external facility rentals and special events; communicating and coordinating with facility partners and Mesa Public School liaisons; supervising fitness/wellness operations, equipment, classes, and instructors; coordinating facility special interest programs, workshops, and special programs; and completes all reports in a timely manner.

***Special Events Assignment:*** An incumbent in this assignment is also responsible for coordinating and supervising both internal City of Mesa sponsored special events, and independent special events taking place at City of Mesa Park, Recreation and Community Facilities locations. Additional responsibilities include: working cooperatively with other City departments, divisions, and partners to coordinate necessary resources, securing required permits, mitigating parking, trash, restroom and safety issues, assessing and collecting fees, and promoting events. This assignment also secures and maintains an inventory of special event equipment and vehicles, as well as assembles and operates sound and video equipment. This assignment creates and manages contracts, approves and monitors vendors, creates and manages reservation permits through a computer software system, and submits needed maintenance requests. The incumbent in this assignment may spend extended time in an outdoor environment with exposure to high heat and sun.

***Youth Camps, Mobile Recreation, and Volunteer Assignment:*** An incumbent in this assignment is also responsible for coordinating and supervising the implementation of mobile recreation opportunities, summer camp programs, and department-wide volunteer services. Additional responsibilities include: developing, marketing, and establishing partnerships for the programs; coordinating program schedules and facility reservations; developing staff manuals and rules of the programs; developing weekly themes and special events; and completing all monthly reports in a timely manner.

***Distinguishing Features:*** Recreation Coordinators may be required to work evenings, weekends, and holidays. Supervision is received from a Recreation Supervisor or Administrator who reviews work through observation, conferences, reports, and results achieved. The Recreation Coordinator class is distinguished from the Recreation Supervisor by the latter's degree of program responsibility, which includes preparing and justifying a budget, grant writing, preparing unit reports and presentations for Council, and administering a comprehensive program. This class is FLSA exempt-professional.

## **QUALIFICATIONS**

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Recreation, Leisure Services, Facility Management, Public Administration, or a related field. Considerable (3 - 5 years) experience in professional-level, year-round recreation work, including programming and coordinating recreational activities, or experience in parks, recreation, or special event management and operations, or sports facility management and operations (examples: sales, marketing, scheduling, staging productions or other events; and contract management) (*by assignment*).

**Special Requirement.** Must possess a valid Class D Arizona Driver's License by hire date. Must obtain Red Cross (or equivalent) Lifeguard Training and Cardiopulmonary Resuscitation (CPR) for the Professional Rescuer certifications within 30 days of hire and Lifeguard Training Instructor and Water Safety Instructor certificates within 90 days of hire; individuals in this job classification are classified by the Department of Homeland Security as Affected Individuals due to potential accessibility of Chemicals of Interest. As a result, individuals will be subject to a Federal Bureau of Investigation vetting process. (*Aquatics Assignment*). Must have CPR/AED and First Aid certificate within 30 days of hire (*Recreation Center and Tennis Center Assignments*). Possession of a nationally recognized certification in Therapeutic Recreation (CTRS) by promotion or hire date; CPR/AED, and First Aid certification within 30 days of hire; valid Department of Economic Security fingerprint clearance card level 1 within 30 days of hire; Department of Economic Security Article 9 certification; and Protective Behaviors Certification all within 30 days of hire (*Adaptive Assignment*).

**Substance Abuse Testing.** Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

**Preferred/Desirable Qualifications.** Graduation from an accredited college or university with a Bachelor's Degree in Recreation or a related field. Municipal recreation experience is preferred. Supervisory experience is preferred. Membership in the Arizona Parks and Recreation Association is preferred. Membership in the National Recreation and Parks Association (NRPA), or any valid accredited certification program related to the assignment area is preferred. A current certificate in Lifeguard Training including CPR, AED, and First Aide for the Professional Rescuer, a Water Safety Instructor certificate, and a Lifeguard Training Instructor certificate is preferred (*Aquatics Assignment*). An Aquatic Facility Operator (AFO) certification. a Certified Pool Operator (CPO) is preferred (*Aquatics Assignment*).

## ESSENTIAL FUNCTIONS

One position may not include all of the essential functions, knowledge, and abilities listed, nor do the listed examples include all the knowledge and abilities which may be found in positions of this classification.

**Communication:** Communicates with the general public, program participants, other City employees, school representatives, social groups, community recreation groups and organizations, churches, concessionaires, vendors, business groups, the Mesa Convention and Visitors Bureau, and representatives of other cities to organize, promote, implement, and evaluate a variety of activities, events, and programs. Instructs and trains subordinates in the policies, procedures, and methods used for implementing programs, events, and activities. Conducts meetings and conferences with staff to coordinate various events and programs. Prepares marketing strategies and publicity materials for promotion of recreation programs, classes, and events. Prepares program evaluations, reports, performance evaluations, activity status reports, news releases, schedules, calendars, brochures, class descriptions, and promotional materials to evaluate programs, events, and subordinates; maintains data; and markets programs and events.

**Manual/Physical:** Maintains facilities, equipment, and materials in a safe condition. Operates a motor vehicle (sedan, 15-passenger van, and pickup truck) requiring a standard Class D Arizona Driver's License to monitor program sites, transport participants, attend meetings, and deliver materials. Drives a

large box truck; pulls trailers weighing up to 9,990 pounds; lifts, carries, and transports equipment weighing up to 50 pounds using a lift cart or hand truck; transports, assembles, and operates sound and video equipment. Spends extended time in an outdoor environment including high heat and sun exposure (*Special Events Assignment*). Transfers participants in and out of full wheelchairs and swimming pools (*Adaptive Recreation and Inclusion Support Programs Assignment*). Performs physical inventories of program supplies and equipment. Moves, sets up, and removes equipment weighing up to 50 pounds (example: folding tables, chairs, tents, kayaks, sound systems, barricades, etc.) to facilitate program delivery. Meets scheduling and attendance requirements.

**Mental:** Plans, directs, and evaluates a variety of recreation activities. Plans, coordinates, supervises, hires, trains and evaluates the work of full time and part-time recreation staff, temporary agency workers, instructors, coaches, officials, and program volunteers. Coordinates with independent contractors to perform specialty work. Prioritizes and assigns work to subordinate personnel and prioritizes own work. Prepares program, event, and staff schedules to coordinate and implement programs and events. Resolves procedural, operational, and other work-related problems by cooperating, collaborating, and compromising. Supervises the purchase, use, care, and maintenance of recreation supplies and equipment. Analyzes financial and statistical data using general math skills to determine accuracy, trends and identify potential issues. Maintains statistics, financial, attendance and activity records, and any other necessary records to justify and support programs, events, and activities. Monitors a budget for a given area of responsibility. Makes recommendations for, and monitors expenditures in program areas of responsibility. Arranges for payment of contracted staff. Coordinates work activities and program functions with other City departments, other cities, and other agencies.

**Knowledge and Abilities:**

Knowledge of: (*Common to all assignments*)

the philosophy and objectives of municipal recreation, and the methods involved in organizing and supervising programs and activities;  
at least one major phase of recreation work such as: sports, aquatics, senior citizen programming, special needs programming, special events, teen programs, or other related activities;  
development of program objectives and goals;  
budgeting procedures and techniques;  
office procedures and use of computers;  
first aid methods and necessary safety precautions as related to recreation; and  
the equipment and techniques necessary to successfully conduct a program or event.

Ability to: (*Common to all assignments*)

work with school administrators regarding recreation programs and activities on school sites;  
meet with school personnel to ensure proper usage of school facilities;  
recruit, select, train, orientate, and evaluate seasonal employees;  
maintain records such as time keeping, staff training and evaluations;  
work with community organizations and groups to develop effective recreational partnership programs;  
coordinate scheduling and reservation of facilities;  
learn and become proficient at various computer applications;  
serve as liaison with Mesa Public Schools and community groups;  
train and coordinate officials, full and part-time staff, and volunteers;

supervise the scheduling and rental of City facilities;  
serve as liaison for industrial, church, and school groups utilizing recreational facilities and parks;  
recruit and coordinate volunteers;  
organize and maintain volunteer documentation;  
facilitate scheduling volunteer activities and events;  
evaluate the performance of volunteers and recognize their contributions; and  
assist in the organization, promotion, and implementation of cooperative programs and activities.

***Adaptive Assignment:***

oversee all phases of recreational programming for Adaptive Recreation and Inclusion Support Programs for the intellectually, physically, and emotionally disabled;  
work in cooperation and coordination with representatives of Mesa Public Schools and Arizona Disabled Sports to provide sports training and competition for adaptive recreation athletes; and  
promote active involvement in Special Needs Programs through participation in the East Valley Special Recreational Cooperative, U.S. Cerebral Palsy Athletic Association, Wheelchair Athletic Association, and Sports for the Blind and Hearing Impaired.

***Aquatics Assignment:***

coordinating, scheduling, and supervising year-round aquatic programs and events (example: learn-to-swim classes and Dive-In Movies).  
developing and distributing marketing materials for the aquatics areas;  
developing and administrating staff training;  
scheduling facility rentals;  
working in partnership with Mesa Public Schools, Visit Mesa, Arizona Interscholastic Association and other valley communities;  
and organizing seasonal hiring and programming.

***Special Events Assignment:***

recommend venue locations, layout, logistics, and scheduling;  
conduct on-site meetings with customer, support service providers, vendors, security, Police and Transportation;  
select and book talent;  
understands required permits, licensing, and restrictions associated with events;  
edits, designs, and distributes promotional material; and  
conducts post-event evaluations.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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CS4445.DOCX (Full-time) PAY GRADE: 50

CS4452 (Part-time) PAY GRADE: 50

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INCREMENTS 47-200