



## **City of Phoenix RECREATION PROGRAMMER**

**JOB CODE 41090**

Effective Date : Rev. 08/08

### **DISTINGUISHING FEATURES OF THE CLASS:**

The fundamental reason this classification exists is to perform recreation work in a lead capacity or be in charge of a facility or program area. Recreation Programmer positions provide functional supervision of part-time recreation employees (such as Recreation Leaders, Recreation Instructors, and Parks and Recreation Aides) and volunteers. Incumbents work under the supervision of a Recreation Coordinator I, II, or III.

### **ESSENTIAL FUNCTIONS:**

- Plans, organizes, and directs a wide variety of activities at a recreation facility or other park site.
- Plans and directs recreation activities in a specialty program area.
- Serves as a lead over part-time and volunteer staff and assigns, reviews, and approves work.
- Resolves the more complex and technical problems and customer inquiries in the work unit.
- Schedules employee breaks, work periods, and coverage of work stations or public counters.
- Prepares and distributes flyers, posters, and other advertisement for area programs.
- Trains new and current employees.
- Oversees a work unit whenever the regular supervisor is absent.
- Leads and teaches a variety of on-site recreational activities.
- Performs on-site participant registration for recreational activities and maintains Web-based registration procedures.
- Completes various activity reports or other special projects.
- Provides input on employee performance evaluations and disciplinary actions.
- Responds to emergencies or significant site problems as they arise and ensures management is informed of critical issues or other emergencies.
- Participates in facility management/operations activities.
- Tracks location and possession of keys and equipment.
- Maintains financial and activity records and accepts cash and credit card payments for a variety of services/programs.
- Maintains regular and reliable attendance.
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.



## **City of Phoenix**

### **Required Knowledge, Skills and Abilities:**

Knowledge of:

- Principles and methods used in organizing, conducting, and supervising a program of recreational activities.
- Fiscal controls needed to account for money in recreation fund accounts.
- Theory and philosophy of recreation and/or group work and its application to individual and group behavior.
- Safety practices and procedures.
- Techniques of planning, organizing, and promoting program activities.
- First-aid methods and necessary safety precautions used in recreation work.
- The rules and regulations and tournament bracketing governing various competitive athletic games such as softball, baseball, basketball, and table games.
- A variety of active and passive game activities suitable for children, adolescents, adults, senior citizens, and/or people with disabilities.
- The tools and techniques of teaching music, drama, crafts, sports, or other specialties involved.

Ability to:

- Train, direct, and evaluate employees and volunteers involved in recreation work.
- Maintain financial and activity records and produce written documentation in the English language.
- Provide guidance and direction to employees for site-related safety and liability concerns.
- Stand for long periods of time.
- Be able to work outdoors in varied temperatures and conditions.
- Develop skills to solve participant disciplinary problems.
- Communicate orally in the English language by telephone or in a one-to-one or group setting.
- Work cooperatively and professionally with other City employees, volunteers, and the general public including groups of all ages and socio-economic backgrounds.
- Work safely without presenting a direct threat to self or others.
- Work flexible hours to include evenings and weekends.

### **Additional Requirements:**

- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating vehicles safely, possess a valid driver's license, and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to



## **City of Phoenix**

drive a City vehicle or if the employee does not have personal insurance coverage.

- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment, or shift.

### **ACCEPTABLE EXPERIENCE AND TRAINING:**

Associate's degree in recreation, leisure studies, or area of recreational specialization and one year of recreation experience. Other combinations of education and experience which meet the minimum requirements may be substituted.