



## **City of Phoenix RECREATION COORDINATOR II**

**JOB CODE 41140**

Effective Date: Rev. 03/07

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

The fundamental reason this classification exists is to provide skilled professional recreation programming. Incumbents plan, develop, implement, and evaluate multiple recreation programs at a park/facility, or in a specialty area/program. Some positions require the Recreation Coordinator II to work independently at a park site or as a staff member in a facility, or specialty program. Incumbents supervise full-time and part-time employees and volunteers. General supervision is typically provided by a Recreation Coordinator III who evaluates performance based upon results achieved.

### **ESSENTIAL FUNCTIONS:**

- Directs the activities of full-time and part-time employees and volunteers who staff programs and facilities.
- Communicates and works with individuals or groups to stimulate interest and support for recreation activities.
- Schedules and conducts classes and workshops in specialization areas.
- Keeps financial and activity records and submits reports.
- Designs and prepares flyers.
- Oversees recreation activities and conducts program evaluations.
- Performs and maintains web-based registration procedures.
- Performs on-site participant registration for recreational activities.
- Maintains regular and reliable attendance.
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.
- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

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

Knowledge of:

- The methods and techniques of program planning, the philosophy and objectives of public recreation, child psychology, and sociology.
- Recreation activities for children, adolescents, adults, senior citizens, and/or special populations.
- Leadership styles and skills.



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Ability to:

- Perform supervisory responsibilities over others.
- Plan, organize, and evaluate programs.
- Comprehend and make inferences from written materials.
- Communicate in the English language by phone or in person in a one-to-one or group setting.
- Produce written documents in the English language with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Learn job-related responsibilities primarily through oral instruction and observation which takes place mainly in an on-the-job training setting.
- Work cooperatively and professionally with other City employees and the general public including groups of all ages and socioeconomic backgrounds.
- Work safely without presenting a direct threat to self or others.
- Work flexible hours including 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 the 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 drive a City vehicle or if the employee does not have personal insurance coverage.
- Some positions will require the performance of other essential functions depending upon work location, assignment, or shift.

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

A bachelor's degree in recreation, leisure studies, or a degree related to an area of specialization, and one year of full-time, year-round professional or paraprofessional experience in recreation **or** experience equivalent to the level of Recreation Coordinator I. Other combinations of experience and education that meet the minimum requirements may be substituted.