



City of Phoenix RECREATION COORDINATOR III

JOB CODE 41160

Effective Date: 4/98

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to provide skilled professional recreation programming in a geographic area, specialist field, or for a major facility. Recreation Coordinator III assignments include programming at park and school sites, providing citywide programming in a specialty field such as special events, dance, drama, music, arts and crafts, special populations, senior citizens, outdoor sports, and supervising a major recreation facility such as an adult or community center. Some positions exercise supervision over Recreation Coordinators I and II, Parks Foremen, parks maintenance or part-time staff. Supervision of full-time staff and administration over a specialty area or major facility differentiates this class from the Recreation Coordinator II. Work is performed independently under the general review of a Recreation Supervisor.

ESSENTIAL FUNCTIONS:

- Supervises full and part-time recreation and maintenance personnel;
- Plans, implements, and evaluates recreation programs;
- Directs recreation and maintenance activities at a major facility;
- Recruits, directs, and evaluates the activities of volunteers and contracted staff;
- Keeps financial and activity records and prepares reports;
- Meets with individuals or groups to stimulate interest and support for recreation 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 philosophy and objectives of municipal recreation and the methods involved in organizing, conducting, and supervising a program of recreational activities.
- Leadership styles and skills.



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- Major phases of recreation work such as sports and games, social or specialized cultural activities.
- Principles and practices of supervision and personnel administration.

Ability to:

- Perform a broad range of supervisory responsibilities over others.
- Communicate in the English language by phone or in person in a one-to-one or group setting.
- Understand community social conditions.
- Interpret recreation programs to the public and determine the recreation needs of the community through involvement.
- Comprehend and make inferences from written material.
- Produce written documents in the English language with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Work flexible hours including evenings and weekends.
- Work cooperatively with other City employees and the general public including groups of all ages and socio-economic backgrounds.
- Work safely without presenting a direct threat to self or others.

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 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:

Three years of full-time professional recreation experience in one or more of the areas of specialization, including at least two years in a lead capacity, and a bachelor's degree in recreation, leisure studies, fine or performing arts, or a related field. Other combinations of experience and education that meet the minimum requirements may be substituted.