



City of Phoenix RECREATION COORDINATOR III*AQUATICS

JOB CODE 41161

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.

DISTINGUISHING FEATURES OF THE ASSIGNMENT:

The Recreation Coordinator III, on assignment to Aquatics, is responsible for planning, organizing, implementing, and evaluating aquatics programs and events at approximately 10 public swimming pools citywide. Incumbents are charged with providing high-quality programs and services; monitoring aquatic facility operations; maintaining clean, safe facilities; recruiting and training part-time employees, and supervising a large staff. Other responsibilities include working with school districts, vendors, citizen advisory groups, recreational team parent organizations, the news media, and the American Red Cross; soliciting feedback from customers and staff; and resolving customer complaints. Incumbents also prepare and review financial, accident/incident, and facility inspections reports, and order/purchase supplies and equipment. Work is performed independently under the general review of a Recreation Supervisor, Assign: Aquatics.

This assignment is distinguished from Recreation Coordinator III by the number of pool facilities that each incumbent is required to manage, the extremely large staffs that are supervised, and the challenges faced by incumbents to ensure the safety of patrons and staff during the swimming season.

ESSENTIAL FUNCTIONS:

- Supervises full and part-time recreation and maintenance personnel;
- Plans, implements, and evaluates recreation programs;



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- 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.
- 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



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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.