



City of Phoenix

Recreation Coordinator II

Job Code:	41140	Job Function:	Parks and Recreation
Salary Plan:	001	Grade:	052
FLSA:	Exempt	Labor Assign:	ASPTEA
Benefit Cat:	007	EEO-4:	Professionals
SOC:	11-9072.00	Last Revision:	January 2024

This description shall not be held to exclude other duties not specifically mentioned that are of similar kind or level of difficulty as the examples of typical functions of the classification. They are intended to describe the general nature and level of work being performed by individuals assigned to positions in this classification.

DEFINITION:

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.

DISTINGUISHING FEATURES OF THE CLASS:

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.

SUPERVISION RECEIVED/GIVEN:

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.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only):

- 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.



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REQUIRED KNOWLEDGE 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.

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.