

Code: 6242

Title: NEIGHBORHOOD RECREATION CENTER COORDINATOR

SUMMARY: Coordinates recreation activities and staff at a Pima County recreation facility offering extensive recreational programs.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Monitors recreation programs, staff, facilities and equipment;
Directs, develops and coordinates recreation activities;
Organizes teams in a variety of sports, transports teams to games and may officiate at recreational games;
Coordinates recreation programs with social programs of other agencies as appropriate;
Handles public inquiries and problems and provides information concerning recreation policies;
Organizes and conducts field trips, special events and activities for community members;
Leads, trains and schedules recreation personnel at a recreation facility;
Ensures security and safety of recreational programs and facilities;
Maintains records and prepares reports;
Prepares brochures, advertisements, flyers and informational materials related to available programs and activities;
Attends meetings, training sessions, craft fairs and/or community events;
Collects money and makes deposits.

Depending upon the assigned recreation facility, some positions may:

Prepare and monitor facility budgets;
Supervise staff;
Develop and instruct specialized classes, activities and/or programs;
Coordinate and monitor intergovernmental and miscellaneous agreements;
Order equipment and supplies and track expenditures.

KNOWLEDGE & SKILLS:

Knowledge of:

- principles, rules, and organization of a wide variety of play and recreation activities;
- facilities, materials, and equipment available for various recreational activities;
- first aid and lifesaving techniques;
- recreation programs of private organizations and public jurisdictions in the community.

Some positions may require knowledge of budget preparation/monitoring and supervision of staff.

Skill in:

- communicating effectively, both orally and in writing;
- selecting recreation activities suitable to individual and group interests, needs and capacities;
- stimulating interest and enthusiasm among others;
- maintaining discipline;
- organizing, coordinating and leading the work of others;
- administering First Aid and CPR and handling emergency situations.

Some positions may require skill in budget preparation/monitoring and supervising staff.

MINIMUM QUALIFICATIONS:

Two years of recreation-related experience; or an equivalent combination of training, experience, or education from an accredited school.

OTHER REQUIREMENTS:

Licenses and Certificates: Current First Aid/CPR certifications, and possession of a valid Arizona Driver's License, are required within 6 months from the date of appointment. Failure to obtain/maintain the required licensure/certification/registration shall be grounds for termination.

Special Notice Items: Some positions within this classification may require a current Arizona Department of Public Safety (DPS) Clearance Card in order to work with vulnerable adults and children at the time of application. The DPS Clearance Card may be required as a condition of continued employment. In positions requiring a DPS Clearance Card, failure to maintain a current DPS Clearance Card shall be grounds for termination.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

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