

*Code: 6243*

*Title: COMMUNITY RECREATION CENTER COORDINATOR*

**SUMMARY:** Plans, directs and coordinates the sports, games, seminars, fitness and arts activities of a large community center complex within the Pima County recreation program.

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

Plans, schedules and supervises a variety of recreational activities for groups of varying size and age;

Directs, develops and coordinates recreation activities;

Implements departmental recreational policies and procedures;

Supervises, organizes and trains recreation staff;

Recruits, trains and supervises volunteers;

Prepares budget recommendations for assigned programs;

Organizes and participates in facility advisory council;

Organizes and schedules leagues for a variety of sports;

Maintains league standing and records;

Coordinates center activities with local business, community groups, county departments and non-profit agencies;

Orders equipment and supplies, tracks expenditures and makes recommendations for purchase of new equipment;

Monitors, checks and coordinates facility maintenance and repairs;

Maintains records and prepares reports.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- objectives and principles utilized in the supervision of public recreation programs and recreation activities;
- various community, school, cultural and/or sports recreation activities;
- facilities, materials and equipment available for various recreational activities;
- recreation programs of private organizations and public jurisdictions in the community;
- facility maintenance and operations;
- budget preparation and monitoring.

Skill in:

- planning and implementing major recreational specialty programs and activities;
- organizing, coordinating, supervising and evaluating the work of others;
- communicating effectively, both orally and in writing;
- stimulating interest and enthusiasm among others;
- establishing and maintaining effective working relationships with others.

**MINIMUM QUALIFICATIONS:**

A Bachelor's degree from an accredited college or university with a major in public recreation administration, or a closely related field as defined by the appointing authority, and one year of experience in public recreation program administration; or an equivalent combination of training and experience.

(Additional relevant experience and/or education from an accredited school, college or trade school may be substituted.)

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

6/9/96  
Updated 4/7/10 (lsg)