

*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:

- . the objectives and principles utilized in the supervision of public recreation programs and recreation activities;
- . a wide variety of community, school, cultural and/or sports recreation activities;
- . the facilities, materials, and equipment available for various recreational activities;
- . the recreation programs of private organizations and public jurisdictions in the community;
- . building 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 related field, and one year of experience in public recreation program administration; or an equivalent combination of training and experience.

OTHER REQUIREMENTS:

Licenses and Certificates:

Possession of a valid Arizona Driver's License is required within 6 months from the date of appointment.

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.

