

Code: 6262

Title: RECREATION PROGRAM COORDINATOR

SUMMARY: Plans and coordinates recreation specialty programs and activities for Pima County.

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, coordinates, and schedules specialized arts, sports, and marketing and public affairs activities;
Develops, oversees, and monitors contracts with vendors, instructors, and sports leagues;
Develops and implements new games, crafts, and leisure activities;
Writes material to be used in marketing and publishing recreation programs;
Writes and revises game rules and regulations for sports programs;
Organizes and schedules leagues for a variety of sports;
Inventories sports and arts equipment and makes recommendations for purchase of new equipment;
Maintains records and prepares reports;
Recruits and monitors the work of volunteer helpers;
May supervise and train recreation staff.

KNOWLEDGE & SKILLS:

Knowledge of:

- the principles and practices of recreation and/or marketing of recreational programs;
- a variety of sports and games and their rules and regulations;
- the facilities and equipment needed in a recreational program;
- arts and crafts activities and materials.

Skill in:

- planning, scheduling, and implementing sports, arts, and/or crafts recreation programs;
- communicating effectively, both orally and in writing;
- developing and assessing community interests in recreational programs.

MINIMUM QUALIFICATIONS:

A Bachelor's degree from an accredited college or university with a major in physical education, recreation, or a related field.

(Relevant experience may be substituted for the aforementioned education.)

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.

Pima County

Revised 07/07/96