



City of Tempe

RECREATION COORDINATOR+

JOB CLASSIFICATION INFORMATION

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| <i>Job Code:</i> | 241 | <i>Department:</i> | Community Services |
| <i>Supervision Level:</i> | Supervisor | <i>State Retirement Group:</i> | ASRS |
| <i>Status:</i> | Classified | <i>Market Group:</i> | Sr. Recreation Coordinator+ |
| <i>Safety Sensitive / Drug Screen:</i> | Yes | <i>Physical:</i> | Yes |

Click [here](#) for more job classification information including current salary range.

DISTINGUISHING CHARACTERISTICS

This is the journey-level professional class in the Recreation Coordinator series. This class is distinguished from the Sr. Recreation Coordinator+ by the performance of less complex duties. Appointment to the higher level within the classification requires that the employee perform the full range of duties as a City of Tempe Recreation Coordinator+ with only occasional instruction or assistance as new or unusual situations arise and the employee is fully aware of the operating procedures and policies of the work unit.

REPORTING RELATIONSHIPS

Receives general supervision from the Community Services Supervisor or from other supervisory or management staff.

Exercises direct supervision over technical, clerical, contract and volunteer recreation staff.

MINIMUM QUALIFICATIONS

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| <i>Experience:</i> | <p>Two (2) years of experience in the implementation and coordination of recreational, social and cultural programs and activities, including some experience supervising and officiating recreation activities.</p> <p><u>When Assigned to Adaptive Recreation:</u></p> <p>Two (2) years of experience in the implementation and coordination of adaptive recreational, social and cultural programs and activities, including some experience supervising adaptive recreation activities.</p> <p><u>When Assigned to Aquatics:</u></p> <p>Two (2) years of experience in the implementation, coordination and supervision of Aquatics facilities, programs and staff.</p> |
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| | <p><u>When Assigned to Racquet Sports:</u></p> <p>Two (2) years of experience in the implementation, coordination and supervision of racquet sports, primarily tennis, facilities and programs, and previous participatory and teaching experience in the tennis industry.</p> <p><u>When Assigned to Small Craft Boating:</u></p> <p>Two (2) years of experience in the implementation, coordination and supervision of Small Craft Boating (rowing, kayaking and/or stand up paddle boarding) programs, classes, activities, events, equipment and facilities. Previous experience in the following areas desired:</p> <ul style="list-style-type: none"> ● Boat storage facilitation ● Fiberglass repair ● General boat repairs |
| <i>Education:</i> | Equivalent to a bachelor's degree from an accredited college or university with major course work in recreation, recreation administration or degree related to the core functions of this position. |
| <i>License / Certification:</i> | <ul style="list-style-type: none"> ● Possession of a valid driver's license. ● May require the possession of, or required to obtain, appropriate umpiring and refereeing certificates for various sport programs including volleyball, basketball and soccer. <p><u>When assigned to Adaptive Recreation:</u></p> <ul style="list-style-type: none"> ● Possession of, or required to obtain, First Aid and CPR certification. ● Possession of, or required to obtain within two (2) years of hire, a certificate or certification in Adaptive Recreation. <p><u>Preferred certifications:</u></p> <ul style="list-style-type: none"> ● Certified Therapeutic Recreation Specialist (CTRS) <p><u>When Assigned to Aquatics:</u></p> <ul style="list-style-type: none"> ● Possession of a recognized lifeguard training certificate or license. ● Possession of a recognized swim instruction certificate or license. ● Possession of a recognized CPR for the Professional Rescuer / AED certificate or license. ● Possession of a recognized First Aid training certificate or license. <p><u>Preferred certifications:</u></p> <ul style="list-style-type: none"> ● Aquatic Facility Operators (AFO) certificate or Certified Pool Operators (CPO) certificate. ● Instructor Trainer certificate for a recognized lifeguard training program. |

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| | <ul style="list-style-type: none"> ● Instructor Trainer certificate for a recognized swim instruction program. ● Recognized Water Fitness certificate. <p><u>When assigned to Racquet Sports:</u></p> <ul style="list-style-type: none"> ● Possession of, or required to obtain within six (6) months of hire, a certifications from USPTA (United States Professional Tennis Association) (P1 or P2), OR USPTR (United States Professional Tennis Registry) Professional certification and N.T.R.P. (National Tennis Rating Program) rating of 4.0 plus or greater. ● Possession of, or required to obtain First Aid, Automated External Defibrillator (AED) and CPR certification. <p><u>When Assigned to Small Craft Boating:</u></p> <ul style="list-style-type: none"> ● Possession of a current coach/instructor certificate from a recognized rowing or paddling training program. ● Possession of a current First Aid and CPR certifications. ● Must successfully pass the City’s float test within one (1) month of hire date. ● Must successfully complete the City’s Boating Safety Course within one (1) month of hire. ● Must successfully complete the City’s Safety Launch certification within one (1) month of hire. <p><u>Preferred certifications:</u></p> <ul style="list-style-type: none"> ● US Rowing Level 1 (Learn to Row Coach) certification or comparable certification. ● US Rowing Level 2 (Performance Coach) certification or comparable certification. ● ACA Level 1 (Introduction to Kayaking) certification or comparable certification. ● World Paddle Association Class 1 certification or comparable certification. ● World Paddle Association Class 2 certification or comparable certification. ● World Stand Up Paddleboard Association ASI (Academy of SUP Instruction) certification or comparable certification. |
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ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City’s stated mission and values. To plan and coordinate a specialized activity within a recreation program area such as adult and youth sports, aquatics, senior

citizens services, special events, instructional classes, professional sports officials activities, special needs programs and recreational facilities maintenance and operations; or to develop, implement, and assist with programs within the City of Tempe's Library Division; or to supervise, plan, direct, and schedule a recreational facility and/or responsibility for the daily operations and management of a facility.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Supervise the hiring, scheduling, and training of all reporting staff; provide and coordinate staff, volunteer and contract staff training; work with employees to correct deficiencies; implement disciplinary procedures.
- Direct operations of a major facility and/or program to include the overseeing and administering of facility use contracts; act as liaison with school and community agencies to coordinate joint facility use or program agreements; maintain applicable compliance licenses.
- Promotes and schedules facility use; prepares event and facility marketing plans including developing and implementing sales and marketing plans to generate additional revenues and users.
- Evaluate facility operations; establish and administer operating policies and procedures for a major recreational facility and/or program; recommend improvements and modifications; prepare various reports on operations and activities including: facility use, participation numbers, safety reports, accident reports, and financial reports.
- Promote and coordinate specific activities within a recreational program area provided by the Recreation Division; oversee the operations of the sports officials program.
- Organize, schedule and implement recreational activities such as special events, athletics, senior citizens services, special events, instructional classes, professional sports officials activities, special needs programs, adult or youth sports, aquatic programs, after school, instructional and cultural programs.
- Establish officiating policies, rules and procedures for efficient and effective operation of sports programs; monitor program compliance with laws, rules and regulations related to provision of recreation and related services; evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Plan, organize, schedule and implement special events and activities relating to the assigned program; plan, prioritize, assign, supervise and review the work of contract staff involved in officiating activities; schedule and assign officials to teams.
- Plan, organize and conduct officiating training clinics for referees and umpires in both youth and adult sports leagues.
- Participate in budget preparation and administration program; prepare cost estimates for budget recommendations; submit justifications for budget times; monitor and control program expenditures.
- Establish wages for officials at various performance levels; prepare payroll for officials.

- Supervise the scheduling of recreational facilities for activities including instructional lessons, special events and outside organizations use; provide information and assistance to users of facilities.
- Develop survey instruments and implement surveys of program participants; interpret and record survey results; implement program changes.
- Develop marketing strategies and prepare program event and facility marketing materials including news releases, flyers, pamphlets and brochures.
- Supervise the registration, collection of fees, and required paperwork for various recreational programs and/or facility use; maintain records and develop reports concerning new or ongoing programs and program effectiveness; maintain records for registrations and fees collected; maintain and file accident reports; prepare statistical reports as required.
- Provide information and referrals to program participants, school officials and community groups regarding program offerings and coordination of services.
- Maintain awareness of new developments in the field of recreation; incorporate new developments as appropriate into existing programs.
- Administer, implement, coordinate, train and maintain the point of sale/registration software system for the department.
- Prepare and administer grant applications for park development and improvement projects.
- Evaluate and modify current risk management programs to ensure effectiveness and efficiency.
- May coordinate concession operations at recreation facilities.
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as assigned.

When assigned to Adaptive Recreation:

- Develop, implement and evaluate programs for people with disabilities, such as after school programs, summer camps, social programs, Special Olympics and special events.
- Participate actively in inter-city special events committees.
- Establish and implement policies and procedures for program operation.
- Recruit, train, and evaluate volunteer, permanent and seasonal staff; recommend selection of staff. Maintain appropriate staff to participant ratios.
- Work closely with non-profit agencies, school officials, and city staff regarding program offerings and coordination of services.
- Monitor and maintain the State of Arizona Department of Developmental Disabilities contract; monitor program compliance with state laws pertaining to the contract; complete and submit monthly billing.
- Assist in the development and monitoring of the annual Department budget for the program.
- Continuously research new developments and trends in the field of adaptive recreation and apply those to the program as deemed appropriate.

When assigned to Aquatics:

- Plan, organize, promote, coordinate, and direct Aquatics programs, classes, activities and facilities.

- Evaluate facility operations; establish and administer operating policies and procedures for all aquatic facilities and programs; recommend improvements and modifications; prepare various reports on operations and activities, including facility use, participation numbers, safety reports, accident reports, and financial reports.
- Act as liaison with school and community agencies to coordinate joint facility use or program agreements as they pertain to the aquatics program.
- Develops and oversees the administration of facility use contracts as they pertain to the Aquatics program.
- Develop and monitor annual Division budget for Aquatics. Prepare and submit data relative to the Aquatics budget, as directed.
- Prepare and administer grant applications for programs and equipment.
- Recruits and hires all part time and seasonal staff to implement the aquatics program.
- Plans, organizes and conducts all required training ensuring that staff meets or exceeds current life safety standards and procedures.
- Guides the work and training of all aquatic staff to achieve quality programming.
- Supervise and evaluate all staff to maintain a quality work environment and ensure all policies and procedures are in place to deliver the Aquatics program to the community.
- Conduct surveys of program participants; compiles and analyzes data; recommends revisions or additions to programs as appropriate. Monitor and evaluate attendance, revenue and training.
- Establish policies, rules and procedures for efficient and effective operation of the Aquatics programs; monitor program compliance with state and city laws, rules and regulations related to provision of recreation related services; evaluate operations and make recommendations for improvement.
- Documents and monitors all pool chemicals daily to ensure the health and safety standards are maintained. Reports any potential problems to the appropriate staff.
- Coordinates regular safety inspections of the pool, building, grounds and equipment to reduce hazards and to provide maximum safety to patrons.
- Perform or assign proper daily maintenance of facility and equipment, completing related tasks as required.

When assigned to Racquet Sports:

- Develops, promotes, and coordinates comprehensive racquet sport, primarily tennis, pro shop and fitness center programs, events and facility operations.
- Coordinate the delivery of quality, customer focused racquet sport, primarily tennis, pro shop, and fitness center programs, events and facilities with internal/external groups; schedule usage of facility for classes, clinics, and events; provide information and assistance to users of facility.
- Work with supervisor to coordinate service delivery, operations, maintenance and public relations of racquet sport, pro shop and fitness center programs, events and facilities with those of other departments, outside organizations, and City staff.
- Provide racquet sport, primarily tennis, instruction/lessons to enrolled participants.
- Conduct surveys of program and facility participants; compile and analyze data; recommend revisions or additions to programs, events and facilities as appropriate. Monitor and evaluate

attendance, revenue and training. Plan and prepare material for promoting racquet sports, pro shop and fitness center programs, events and facilities.

- Participate in the selection of staff; provide or coordinate staff training; work with employees to recognize exceptional job performance and correct deficiencies; implement disciplinary action as necessary.
- Maintain awareness of new developments in the field of racquet sports, primarily tennis, pro shop and fitness center; incorporate new developments as appropriate into existing programs.
- Develop and monitor an ongoing program of accident prevention and general safety.
- Confer with other division personnel, individuals, and public groups regarding racquet sport, pro shop and fitness center program planning and implementation.
- Advise in the design and review for ongoing improvements to racquet sport, pro shop and fitness facilities and equipment.
- Ensure compliance with pertinent laws, rules, regulations, and licensing standards.
- Work with supervisor during budget preparation and administration; prepare and recommend cost estimates; submit justification for budget items; monitor and control revenues and expenditures.
- Maintain effective, consistent, and professional communication with all employees on a regular basis.
- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing services; recommend and implement policies and procedures.
- Assist in the implementation of the City's strategic priorities.
- Prepare and administer grant applications for program, event, and facility development.

When assigned to Small Craft Boating:

- Plan, organize, promote, coordinate, and direct Small Craft Boating programs, classes, activities, events, equipment and facilities.
- Evaluate facility operations; establish and administer operating policies and procedures for all Small Craft Boating programs, activities, events, equipment and facilities; recommend improvements and modifications; prepare various reports on operations and activities including: facility use, participation numbers, safety reports, accident reports, and financial reports.
- Develop and monitor the annual budget for Small Craft Boating programs, classes, activities, events, equipment and facilities. Prepare and submit data relative to the Boating budget, as directed.
- Prepare and administer grant applications for Small Craft programs, classes, activities, events, equipment and facilities.
- Coordinate boat storage facility and uses by outside groups; schedule usage of facility for classes, clinics, special events and outside organizations; provide information and assistance to users of facility.
- Recruit, hire, train, supervise and evaluate full time, part time, seasonal, contracted and volunteer staff; maintain a quality work environment and ensure all policies and procedures are in place to deliver the Small Craft Boating programs, classes, activities, equipment and facilities to the community. On occasion may substitute teach.

- Plan, organize and conduct all required training ensuring that staff and outside user groups meet or exceed current boating safety standards and procedures.
- Conduct surveys of program participants; compiles and analyzes data; recommends revisions or additions to programs as appropriate. Monitor and evaluate attendance, revenue and training. Plan and prepare material for publicizing the small craft programs for the public.
- Develop, coordinate and document regular safety inspections of the Small Craft Boating programs, classes, activities, events, equipment and facilities to reduce hazards and to provide maximum safety to patrons and staff. Report any potential problems to the appropriate staff.
- Establish policies, rules and procedures for efficient and effective operation of Small Craft Boating programs, classes, activities, events, equipment and facilities; monitor program compliance with federal, state and city laws, rules and regulations related to provision of recreation related services; evaluate operations and make recommendations for improvement.
- Work with focus groups, program participants and other community groups regarding program offerings and coordination of services; interpret policies and provides guidance.
- Act as the Tempe Town Lake liaison with City staff, federal and state agencies, community groups and individuals regarding lake operations, maintenance, education, user rules, planning, implementation and facility use and program agreements.
- Advise and participate in the design and review for improvements to Small Craft Boating facilities and equipment.
- Repair and maintain boats and equipment.

COMPETENCIES

| CLASSIFICATION LEVEL | INCLUDES | COMPETENCIES |
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| Foundational | All Employees | Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn |
| Non-Supervisory | In Addition > | Teamwork, Customer Service, Initiative, and Dependability / Reliability |
| Supervisory | In Addition > | Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others |
| Manager | In Addition > | Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring |
| Deputy Director | In Addition > | Entrepreneurship and Networking |
| Director | In Addition > | Organizational Vision |
| <p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p> | | |

JOB DESCRIPTION HISTORY

Effective November 1988

Reviewed October 1995

Revised November 2001 (added Kid Zone Enrichment Prog. Info)

Revised February 2002 (added Small Craft Boating info)

Revised March 2004 (added Library division info)

Revised February 2005 (moved Kid Zone Prg. Info. To Social Services Coordinator)
Revised November 2007 (added Adapted Recreation Info)
Revised February 2008 (added Racquet Sports Info)
Revised August 2008 (revised licenses/certifications for Adapted Recreation & Racquet Sports)
Revised September 2008 (Removed "when assigned to Library Division" duties/quals)
Revised April 2009 (update licenses/certification section)
Revised Feb 2011 (Driver's license requirement)
Revised Sept 2012 (added Aquatics duties; min quals; certifications)
Revised May 2013 (revised Boating duties; min quals; certifications)
Revised April 2017 (revised one bulletin item on job duties)
Revised September 2018 (revised Racquet Sports min quals and job duties)
Revised October 2018 (revised Adapted Rec educational requirements)
Revised January 2020 (revised Adaptive Rec educational requirements and certs)