



# City of Tempe

## COMMUNITY EDUCATION COORDINATOR+

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	511	<i>Department:</i>	Human 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>	No

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

### DISTINGUISHING CHARACTERISTICS

This is the journey-level professional class in the Community Education Coordinator+ series. This class is distinguished from the Senior Community Education 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 Community Education 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 Human Services Manager or from other supervisory or management staff.

Exercises direct supervision over other program staff.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	Two (2) years of experience providing educational, enrichment, or human service programs or experience directly related to the core functions of this position.
<i>Education:</i>	Equivalent to a bachelor's degree from an accredited college or university with major course work in early childhood education, social work, sociology, psychology, education, or a degree related to the core functions of this position. A master's degree is highly preferred.
<i>License / Certification:</i>	<ul style="list-style-type: none"> <li>● Possession of a valid driver's license.</li> <li>● Requires the ability to obtain a Fingerprint Clearance Card at time of hire.</li> <li>● Requires ability to obtain CPR and First Aid certifications within 30 days of hire.</li> </ul>

### 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, coordinate and supervise activities and staff involved in before and after school programs, camps and services, prevention/intervention services and early childhood enrichment programs; to supervise, plan, direct specialized activities and to perform a variety of duties relative to assigned area of responsibility; or to develop, implement, and assist with programs within Human Services.

## 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.

- Participate in the selection of staff; provide or coordinate staff training; plan, prioritize, assign, supervise and review the work of staff involved in the program area; work with employees to correct deficiencies; implement disciplinary procedures.
- Recommend and implement goals and objectives; establish schedules and methods for specialized programs; implement policies and procedures for the effective operation of the program.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Direct operations of assigned program to include the overseeing and administering of facility use contracts where applicable; schedule program providers and facilities for program offerings; schedule, coordinate and assign personnel to projects while maintaining appropriate staff to child ratios monitor and maintain applicable compliance licenses with various regulatory agencies.
- Consult with and provide community outreach to school officials, non-profit organizations, police, probation officers, public assistance workers, employment service counselors, civic organizations and other public and private agencies in seeking solutions to problems affecting youths or adults.
- Develop and encourage community participation in programs and services through press releases, presentations and referrals.
- Maintain records and prepare reports of program activities.
- Purchase supplies; maintain inventory control; prepare purchase requisitions.
- Prepare and administer grant applications and awards.
- Attend and represent the City of Tempe at trainings and stay current with trends affecting youth development and programming.
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as assigned.

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Lift heavy objects;

- Operate city vehicles;
- Operates computers, calculators and other office machines;
- Exposure to blood and airborne pathogens; bodily fluids; etc.;
- May require working extended hours.

## COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
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>  <a href="#">City of Tempe, AZ : Competencies</a></p>		

## JOB DESCRIPTION HISTORY

*Effective September 2019 (new class created for Kid Zone employees and reorg to Human Services)  
 Revised November 2020 (update reporting relationships and license/certifications)*