



City of Tempe

SENIOR COMMUNITY EDUCATION COORDINATOR+

JOB CLASSIFICATION INFORMATION

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| <i>Job Code:</i> | 583 | <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> | Yes |

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

DISTINGUISHING CHARACTERISTICS

This is the advanced-level professional class within the Community Education Coordinator series. Employees within this class are distinguished from the Community Education Coordinator+ by the performance of the full range of duties, as well as overseeing the more complex assignments given to the Community Education Coordinator+. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, are fully aware of the operating procedures and policies of the work unit and are performing the full range of duties assigned to the class. Positions in this class are flexibly staffed and are filled by advancement from the lower class of Community Education Coordinator+.

REPORTING RELATIONSHIPS

Receives general supervision from Kid Zone Program Manager or from other supervisory or management staff.

Exercises direct supervision over professional, technical, clerical, contract and volunteer social services staff.

MINIMUM QUALIFICATIONS

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| <i>Experience:</i> | Two (2) years of experience in the implementation and coordination of educational, enrichment or human service or social and cultural programs and activities according to the requirements of the assigned area, including one (1) year of supervisory experience 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 preferred. |
| <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, applicable State licensure requirements.
- May require the possession of, or required to obtain a CPR certification.

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> City of Tempe, AZ : Competencies</p> | | |

JOB DESCRIPTION HISTORY

Effective September 2019 (new class created for Kid Zone employees and reorg to Human Services)