



Title: Recreation Coordinator

FLSA STATUS: Exempt from overtime under Fair Labor Standards Act (FLSA).

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from Recreation Superintendent, Recreation Supervisor, Library Manager, or designee.

Exercises direct supervision over full time, part time, seasonal and contractual employees.

MINIMUM QUALIFICATIONS

- **Education:** Bachelor's degree in any field or equivalent years of experience.
- **Experience:** Minimum of three years related experience. Requires a working knowledge of specialized practices, equipment and procedures.
- **Licenses/Certifications/Special Requirements:** Valid AZ Drivers License upon hire depending on area of assignment.

PREFERRED/DESIRABLE QUALIFICATION(S):

- CPR/First Aid certified within one year of hire depending on area of assignment.
- Working knowledge of recreation, library, leisure and lifelong learning program development, including subsidized and fee-based models.
- Experience in a municipal or government setting.
- One year of previous supervisory experience is preferred.
- Prefer a degree (and/or experience) in field of Parks and Recreation, Library, Education, Business, or Facility Management.
- Membership in the Arizona Parks and Recreation Association and/or the Arizona Library Association is preferred.
- Membership in the National Recreation and Parks Association (NRPA) and/or the Arizona Library Association (ALA) is preferred. Professional Certification and Credentialing is preferred.
- NRPA, or a nationally recognized certificate in Therapeutic Recreation or any valid accredited certification program related to the position, is preferred.

JOB SUMMARY

The purpose of this position is to plan, organize, and coordinate recreation, library, leisure and lifelong learning programs, classes, events and library outreach strategies to promote and enrich Peoria's quality of life. Develops and coordinates a variety of citywide programs, classes and events for citizens of all ages; recruits, trains, and supervises staff; markets and promotes programs, classes and events; provides quality



City of Peoria

HUMAN RESOURCES

customer services; disseminates information regarding programs to the public; may oversee unique position-based activities; participates on committees; completes position-related assignments.

ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Manages staff by planning and prioritizing tasks, ensuring policy and procedure compliance, recommending changes and adjustments, monitoring staff performance and development.
2	Develops, plans, coordinates, and monitors all aspects of assigned programs, classes, and events. Determines program location, transportation (if needed), equipment and supplies, appropriate paperwork and releases; initiates vendor contracts and negotiates terms; hires, trains and supervises staff and volunteers; monitors allocated budget; researches and incorporates nationally recognized trends, ideas, and standards; develops policies and procedures to monitor the effectiveness of the programming; ensures safety protocol is followed; collaborates with other cities and agencies; may assist in facility management; may purchase and care for program equipment.
3	Markets and promotes assigned programs, classes, and events. Creates and disseminates marketing materials; utilizes software to maintain class information; updates information on the website and social media outlets; collaborates with other agencies to coordinate marketing efforts; creates a quarterly brochure.
4	Provides positive customer service. Answers customer inquiries by phone, electronic delivery, or person; provides resources and information; provides registration methods accommodating to all citizens; develops strategies for improving customer service; stays current with trends; develops and implements an evaluation process for customers to make suggestions.
5	Assist in planning annual budget. Forecasts revenues and expenses for programs; authorizes payments; monitors expenditures; recommends adjustments; evaluates program performance; develops and implements procedures for improved efficiencies; seeks grant opportunities; prepares program and statistical reports.



PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with “X”				
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
Sedentary	Light	X	Medium	X
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	

Work Environment for this position is indicated below with “X”				
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
Office	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse	X
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.	Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation	

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, printers, copiers, fax / scanner, projector, sound system, poster printer and related software, calculator, radio, mobile phone, golf cart, 15-passenger van, vehicles and trucks, hand truck or rolling cart, inflatables, pitching machine, rake, shovel, hammer, tape measure, screwdrivers, ladder / step stool, wrench.

PROTECTIVE EQUIPMENT REQUIRED:

None required.