



City of Casa Grande

Recreation Program Coordinator

GENERAL PURPOSE: Under general supervision, supervises staff, manages facilities and coordinates the activities of a City recreation program.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Coordinates and manages operations of a City recreation program; programs include special adult's and children's programs and facilities, recreation facilities, special events, youth activities and sports programs, child care and adaptive recreation programs.
- Plans, organizes, promotes and evaluates diversified special events, alternative activities, and special programs suited to the needs of participants and potential participants, including at-risk teens and special populations with both mental and physical disabilities. Manages facility operation and maintenance.
- Supervises and trains staff; prioritizes and assigns tasks; prepares work schedules; develops staff skills and conducts performance evaluations; provides direction and guidance in technical and procedural issues. Coordinates facility volunteer program.
- Monitors operations, budget and expenses to identify and resolve problems and priorities.
- Promotes, organizes and stimulates good relationships with neighborhood and community groups and other agencies; interprets and explains City programs and philosophies to groups and individuals, community resources, committees, staff and volunteers.
- Communicates with general public, City departments, other agencies, vendors, contractors and others in order to promote, administer and coordinate program operations, special events and utilization of facilities.
- Reviews and evaluates the effectiveness of recreation programs and services in the community, and coordinates with local and regional organizations to develop plans to meet the community's needs.
- Prepares operational, statistical, financial and analytical reports on recreation programs, facilities and special events; collects and summarizes statistical data for reports.
- Monitors and reviews trends in recreation programs, and recommends improvements.
- Performs other duties as assigned or required.

SUPERVISION EXERCISED: Supervises aides, instructors, program staff and volunteer staff.

JOB DESCRIPTION

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MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's Degree in Recreation, Public Administration or related field, and three (3) year's recreation program experience; OR an equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- Knowledge of City policies and procedures.
- Knowledge of the theories and philosophies of recreation programs, and the practical application to individual and group behavior.
- Knowledge of the principles and practices for management of recreation programs.
- Knowledge of laws, ordinances, policies, rules and regulations governing the conduct and safety of persons using municipal recreational facilities, programs and equipment.
- Knowledge of the principles of records management and program management.
- Knowledge of basic principles of supervision and training.

- Skill in interpreting and applying City policies and procedures.
- Skill in inspiring confidence and enthusiasm, and working effectively with various groups and special populations.
- Skill in establishing and maintaining cooperative working relationships with citizen groups, other government agencies and City departments.
- Skill in developing recommendations for improvements of recreation programs and facilities.
- Skill in promoting and enforcing safe work practices.
- Skill in operating a personal computer utilizing a variety of business software.
- Skill in following and effectively communicating verbal and written instructions.

Special Requirements: Possession of a Valid Arizona Drivers License; specific technical training and certifications may be required.

Physical Demands / Work Environment: Work is performed outdoors and in recreation facilities.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.