



# City of Tempe

## ASSISTANT RECREATION COORDINATOR

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	151	<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	Community Services	<i>Salary / Hourly Minimum:</i>	\$22.117788
<i>Supervision Level:</i>	Supervisor	<i>Salary / Hourly Maximum:</i>	\$29.858654
<i>Employee Group:</i>	SUP	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Sr Recreation Coordinator+
<i>Drug Screen / Physical:</i>	Y	Y	<i>EEO4 Group:</i> Paraprofessionals

### DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS
Receives direction from a Community Services Supervisor, Recreation Coordinator, or from other supervisory or management staff.
Exercises functional supervision over technical, clerical, contract and volunteer recreation and Kid Zone staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	<p>Two years recreation programming and/or facility management experience (to include swimming pool and multi-usage recreational facilities when appropriate to assigned area).</p> <p><b><u>When assigned to small craft boating:</u></b></p> <p>One to two years recreation programming and/or facility management experience to include experience in small craft boating programs. Must be able to lift 50 pounds. Competitive rowing experience is preferred. Computer experience preferred. Previous experience in fiberglass repair and general boat repairs, and previous participatory and teaching experience in a small craft sport (rowing, sailing, canoeing and kayaking) desirable.</p> <p><b><u>When assigned to Kid Zone Enrichment Program:</u></b></p> <p>Two years recreation programming, elementary educational enrichment programming or early childhood education. Some facility management experience is desirable.</p>

	<p><b><u>When assigned to Kid Zone Nutrition Program:</u></b></p> <p>Two years nutrition education programming, recreation programming, elementary education enrichment programming or early childhood education; including at least six months' experience in working with school-aged children. Some supervisory experience is preferred. Basic cooking skills preferred. Computer applications from Microsoft Office suite are preferred.</p> <p><b><u>When assigned to Aquatics Program:</u></b></p> <p>Three years of full-time work experience related to aquatics.</p>
<i>Education:</i>	<p>Equivalent to the completion of an Associate's of Arts degree in recreation administration, elementary education or degree related to the core functions of this position.</p> <p><b><u>When assigned to Kid Zone Nutrition Program:</u></b></p> <p>Equivalent to the completion of an Associate's of Arts degree in nutrition, recreation administration, elementary education or degree related to the core functions of this position. Bachelor's degree in nutrition, dietetics exercise science, physiology or related degree is preferred.</p>
<i>License / Certification:</i>	<p><b><u>When appropriate to assigned area:</u></b></p> <ul style="list-style-type: none"> <li>● Possession of, or required to obtain, an appropriate, valid Lifeguard Training Certificate.</li> <li>● Possession of, or required to obtain, an appropriate, valid Lifeguard Instructor and Trainer Certificate.</li> <li>● Possession of, or required to obtain, an appropriate, valid, Waterparks Skills Certificate or equivalent.</li> <li>● Possession of, or required to obtain, an appropriate, valid Red Cross Water Safety Instructor Certificate within 6 months of hire.</li> <li>● Possession of, or required to obtain, an appropriate, valid CPR/AED and First Aid Certificate.</li> <li>● Possession of, or required to obtain, an appropriate, valid American Red Cross Certificate -Introduction to Health Services Education.</li> <li>● Possession of, or required to obtain, appropriate certificates for various small craft sports including rowing, sailing and kayaking. USRA Level II coaching certification desirable. Candidates will be expected within the first 6 months of employment to obtain safety boat certification and working towards USRA and ACA safe boating certification.</li> <li>● For some assignments, must possess and maintain a valid driver's license.</li> </ul> <p><b><u>When assigned to Kid Zone Enrichment Program:</u></b></p>

	<ul style="list-style-type: none"> <li>● Possess at the time of hire the appropriate credentials and qualifications to qualify for Site Director as required by the Arizona Department of Health Services Office of Child Care Licensing.</li> </ul> <p><b><u>When assigned to Kid Zone Nutrition Program:</u></b></p> <ul style="list-style-type: none"> <li>● Possession of, or required to obtain by the end of the probationary period, an appropriate, valid CPR and First Aid Certificate.</li> <li>● Possession of, or required to obtain by the end of the probationary period, an appropriate, valid Food Service Worker’s Card.</li> <li>● Possession, at the time of hire, the appropriate credentials and qualifications for Child Day Care Center Teacher-Caregiver as required by the Arizona Department of Health Services Office of Child Care Licensing.</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 assist and participate in the supervision of daily operations of a large recreational facility and/or to coordinate and facilitate special events, instructional classes and/or nutritional education programs.

**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.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Assist and participate in the direction of daily operations for a large recreational facility.
- Supervise, facilitate and oversee scheduled events, instructional classes and programs; oversee the issuance and collection of recreational equipment for an event, class or program; ensure adequate staffing for the event, class, or program.
- Oversee the collection of program site registration forms, waivers and registration fees for special events, instructional classes, and programs.
- Assist and respond to the general public regarding questions, comments or concerns.
- Supervise assigned temporary and voluntary staff; participate in the selection and scheduling of temporary and voluntary staff; provide or coordinate staff, volunteer and contract staff training.
- Provide (Assist rather than Provide) and coordinate an on-going site training program for staff.

- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; assist in preparing and submitting justifications for budget; assist in the monitoring and control of assigned program expenses.
- Prepare program event and facility marketing materials including news releases, flyers, pamphlets and brochures.
- 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.
- Monitor and inspect the recreational facility as required; secure the facility; assist with the scheduling of facility maintenance.
- Develop survey instruments and implement surveys of program participants and record survey results; implement program changes.
- Attend training workshops and staff meetings.
- May administer first-aid in an emergency situation.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

**When assigned to small craft boating:**

- Develop a 4 to 8 (8 – 12) week lesson plan for each type of boating class; teach boating classes at various skill and age levels.
- Plan age and skill appropriate boating activities; ensure activities conducted in safe manner.
- Participate in the development of program goals and objectives; assist in the development the rowing program for youth, juniors and adults.
- Supervise participants, volunteers and seasonal instructors; maintain discipline in the boat storage facility and in classes.
- Assist with the recruitment, training, and evaluation of volunteers, seasonal, and contract boating staff; participate in the selection of staff; work with employees to correct deficiencies.
- Assist with the coordination and implementation of training clinics for staff and outside user groups; assist with scheduling activities, classes and special events.
- Assist with the coordination, promotion and implementation of all aspects of the boating programs for all age groups and the special needs population.
- Assist in fundraising activities.
- Assist in maintaining upkeep, organization and security of the boat storage facility and equipment.
- Complete payroll time sheets; track student attendance; distribute, witness, and collect waivers of liability from participants; verify class registration; assist with the collection of registration forms.
- Set up teaching area: lift and carry tables, chairs, boats, oars, ergometers, teaching equipment, and audio-visual equipment.
- Provide program information to the general public.
- Repair boating equipment as needed.
- Procure, request and account for supplies.

- May administer first-aid in an emergency situation; participate in first aid and safety drills.
- Perform related duties as assigned.

**When assigned to Kid Zone Enrichment Program:**

- Oversee morning pager on rotational basis; report and record absences; place appropriate substitute staff at sites.
- Organize two special events per semester.
- Mentor assigned program manager sites, to include planning, special events, training and staffing.
- Independent of supervisor, coordinate a site council for Assessing School Age Quality standards and prepare the site for accreditation.
- Provide training workshops for staff.
- Assist in the interviewing process for part-time temporary staff.
- Ensure compliance with DHS and DES regulations.
- Coordinate and communicate effectively with City of Tempe employees, school district staff, parents and community organizations.
- Participate in the Kid Zone Enrichment Program's Fall, Winter and Spring camps.
- Perform related duties as assigned.

**When assigned to Kid Zone Nutrition Program:**

- Supervise assigned temporary and voluntary staff; participate in the selection and scheduling of temporary, intern and voluntary staff; provide or coordinate staff, intern and volunteer staff training.
- Create and maintain partnerships with public school staff to assist them to implement successful nutrition education programs. Create and maintain an incentive program for teachers to gain resources for nutrition education in their classrooms.
- Set up and present at principal/teacher meetings at the schools. Coordinate and teach nutrition and physical activity education in the classroom. Collect information back from school staff re: classes taught.
- Coordinate and oversee nutrition education efforts and activities during before, afterschool and summer programs. Assist in training and motivating site staff in implementing nutrition education. Collect data re: activities and lessons taught.
- Provide training workshops for staff.
- Select and present approved Nutrition Education Curriculum to parents, families and/or other community members.
- Supervise, facilitate and oversee scheduled Nutrition special community and/or school events, instructional classes and programs including performing program Life-sized Mascot appearances.; oversee the issuance and collection of supplies and equipment for an event, class or program; ensure adequate staffing for the event, class, or program.
- Implement the DES Food Stamp Adopt an Office Program
- Maintain cleanliness of work environment assisting in set up and take down of all activities. Some lifting, carrying, and physical work is required.

- Attend Arizona Nutrition Network (AZNN) and other nutrition meetings/trainings.
- Participate in grant application, budget preparation and administration; prepare cost estimates for budget recommendations; assist in preparing and submitting justifications for budget; assist in the monitoring and control of assigned program expenses.
- Ensure compliance with Nutrition grant requirements and DHS and DES regulations.
- Prepare program event and marketing materials including news releases, flyers, pamphlets and brochures.
- Administer survey instruments to program participants as a means to gain data for program impact and evaluation; implement program changes.
- Compile information for invoices, monthly and quarterly reports.
- Establish and maintain effective relationships with the children, parents, school staff and other community members.
- Coordinate and communicate effectively with City of Tempe employees, school district staff, parents and community organizations.
- Perform related duties as assigned.

**When assigned to Aquatics Program:**

- Supports and assists the City of Tempe Aquatics Coordinator in hiring, training, supervising, and evaluating aquatic staff i.e. pool managers, lifeguards and swimming lesson instructors.
- Manages the on-going operation, maintenance and staffing of the aquatic programs and facilities.
- Coordinates in-service training (e.g., LGT, WSI, CPR, First Aid, BBP etc.) and work schedules for managers, lifeguards and swimming lesson instructors.
- Oversees the aquatic program materials inventory and condition of program supplies.
- In their absence of the Recreation Coordinator- Aquatics Programs; carries forth role and responsibilities along with other aquatic program leadership roles in covering work shifts, staff responsibilities and in the delivering of aquatic programs within the Tempe community.
- Monitor the daily operation of the aquatics operation, including the administration of programs, coordination of aquatics staff and general customer service.
- Assist with supervision of and providing support to the aquatics staff, including hiring, orientations, scheduling, trainings, evaluations, work performance support, and implementation of disciplinary procedures up to and including separation.
- Hires, interviews, trains, supervise and evaluate pool managers, lifeguards and swimming lesson instructors.
- Manages the swim lesson program for indoor/outdoor pool facilities. Develops and plans yearly schedule for swimming lessons.
- Provide training and orientation to new employees during the fall and winter seasons.
- Assist with scheduling of programs and use of the aquatic facility. Coordinates and schedules requests for private and semi-private swimming lessons.
- Coordinates in-service training (e.g., CPR, First Aid, Ellis, Star Fish, ARC protocols/techniques) and work schedules for pool managers, lifeguards and swimming lesson instructors. Ensure that Aquatic Staff understands and knows current pool and work schedules.

- Assist with administrative support with duties that may include purchasing, inventory monitoring, preparing reports, filing, phone communications, email communications, utilizing computer software, and other administrative tasks.
- Perform the duties of a lifeguard, instructor, or other program staff, as needed or assigned.

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

### ***When assigned to Aquatics Program:***

- Perform work in both indoor and outdoor recreational settings and in an indoor aquatic facility with the normal environmental conditions found in this type of facility including potentially hazardous chemicals, wet conditions and confined spaces.;
- Constant sitting in office chair, keyboarding and visual contact with computer terminal;
- Frequent walking, standing, writing, bending, stooping, kneeling, twisting, reaching, balancing, and swimming;
- Perform simple grasping and fine manipulation;
- Occasional lifting or moving of items weighing up to 40 pounds.

## COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
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

*For more information about the City of Tempe's competencies for all classifications:*

[City of Tempe, AZ : Competencies](#)

## JOB DESCRIPTION HISTORY

*Effective September 1990*

*Revised March 1999*

*Revised July 2003*

*Revised June 2005*

*Revised November 2006*

*Revised May 2007*

*Revised July 2007(requirements/duties changed)*

*Revised March 2010 (license/certification for Kid Zone program)*

*Revised September 2011 (update job duties)*

*Revised July 2014 (added Aquatics assignment)*

*Revised February 2015 (added Kid Zone nutritional program job duties/min quals)*