

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Recreation Program Coordinator I	Job Code: 3222
Date: June 27, 2006	EEOC Code: PR
FLSA Designation: Non-Exempt	Civil Service Status: Covered

DEFINITION: This is entry level professional work responsible for planning, organizing, and implementing recreational, athletic, and/or special event programs.

CLASSIFICATION STANDARDS: Positions allocated to this class are responsible to a Recreation Supervisor and perform all work under his/her close to general direction. The work of this class differs from higher level Recreation Coordinators by its lesser degree of responsibility and higher degree of supervision received. *Note: Employees of this class are eligible for advancement to the next level in this career series as directed by policy and department need.*

ESSENTIAL DUTIES: Under close to general direction from a supervisor, organizes, schedules, implements, and evaluates assigned recreational, athletic, and/or special event programs; establishes rosters and/or participant lists; establishes and maintains schedules including organizing tournaments; schedules needed facilities and ensures appropriate access; monitors status and condition of program equipment; orders supplies and purchases program specific materials in accordance with established budgets; tracks expenses; makes recommendations on needed materials not covered under existing budgets; develops marketing strategies under the direction of a supervisor; creates flyers, brochures, announcements, and various program specific marketing materials.

Supervises part-time staff and/or volunteers assigned to specific programs; assists in the recruitment, evaluation, and training of staff; ensures adequate coverage for programs including scheduling and assigning work; ensures adherence to operational rules and procedures; ensures that part-time staff and/or volunteers understand, communicate, and enforce the rules and regulations of the assigned program; identifies and reports performance issues to the supervisor.

Evaluates assigned programs and provides informational feedback to supervisors regarding level of participation and program effectiveness compared to program costs; solicits information from program participants; maintains and prepares a variety of statistics and reports; assists in developing new strategies for programs including making recommendations on program changes; receives approval from supervisor prior to making significant program changes.

Assists other staff members and the public as needed, and performs other related duties as assigned.

MINIMUM REQUIREMENTS: Bachelor's degree in recreation, physical education, or closely related field; or an equivalent combination of job-related education and experience [substituting each one year of post secondary education/training for six months of experience].

License(s). A valid, lawful driver's license is required.

SELECTION FACTORS: Knowledge of: the process and procedures required to organize and schedule recreational, athletic, and/or special event programs for both youth and adults; needed equipment for various recreational programs; basic management and supervisory practices; laws, codes, rules and regulations governing recreation programs; policies and procedures established for the work system; the operations, functions, and terminology common to recreation programs and activities; basic English composition, spelling, and grammar. **Ability to:** organize a broad range of classes, special events, and recreation programs; organize leagues, tournaments, game schedules and tournament brackets; analyze the value and cost effectiveness of activities; deal with the public in a pleasant, courteous, and calm manner in all circumstances; communicate effectively both verbally and in writing; develop and maintain effective working relationships with employees, administration, media representatives, other agencies and the public; prepare clear, concise, and accurate reports; implement and maintain programs for the generation of revenue; exercise independent judgment while evaluating situations and in making determinations; enforce rules and regulations in a fair and non-confrontational manner.

TOOLS AND EQUIPMENT USED: City vehicles, scoreboards, various athletic equipment, field marking machine, computer and standard office equipment.

PHYSICAL DEMANDS: Some lifting of heavy objects and boxes.

ENVIRONMENTAL FACTORS: Office work and outdoor recreation work with some exposure to adverse weather conditions. May include exposure to high-stress situations or environments, including contact with the public in confrontational or uncomfortable circumstances.



 Department Director

6/27/06

 Date



 Mayor/Chief Administrative Officer

7/17/06

 Date

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.