

RECREATION PROGRAMMER

JOB DESCRIPTION

Classification Responsibilities: A Recreation Programmer is responsible for providing professional recreational programming or facility coordination services for recreation programs. Responsibilities include: planning, organizing, scheduling, coordinating, and implementing recreational activities, events, and classes; selecting, training, supervising, and evaluating full-time, part-time/seasonal staff and temporary staff, officials, coaches, and volunteers to support the recreation program area; securing, scheduling, and preparing recreation facilities; preparing promotional program information for distribution; assisting with and monitoring a budget for assigned program area; preparing program evaluations and other related reports; and participating in local, state, and national organizations related to assigned program areas. Incumbents in this class may be rotated or transferred to other facilities and/or assignments based on department or seasonal needs. This class performs related duties as required.

Adaptive Recreation and Inclusion Support Programs assignment includes: Coordinating and supervising adaptive and inclusion programs, multiple sports programs, and/or Special Olympic programs for individuals with physical and/or cognitive disabilities. Responsibilities include: assessment of individuals; coordinating program locations; developing programs; approving equipment purchases; communicating with school officials, Special Olympic staff, and family members/caretakers.

Youth Recreation Programs (Sports & Summer) assignment: In addition to above, this assignment is responsible for coordinating and supervising the implementation of sports leagues, clinics, officials, and recreation programs. Additional responsibilities also include: developing, marketing, and establishing partnerships for the programs; coordinating program schedules and facility reservations, approving coaches' manuals and rules of the programs; developing weekly themes and special events; and completing all monthly reports in a timely manner.

Aquatics assignment includes: In addition to above, this assignment is responsible for coordinating, scheduling, and supervising year-round aquatic programs (example: competitive and learn-to-swim classes) and facilities. Additional responsibilities also include: developing and administering staff training; organizing lifeguard trainings; scheduling facility rentals; working in partnership with Mesa Public Schools and other valley communities; monitoring and reporting daily cash receipts and cash handling procedures; and organizing summer seasonal hiring process.

Facility Reservations and Registration assignment includes: Coordinating and supervising Reservations and Registration operations and/or Community Youth Group field rental/reservations. Responsibilities include: coordinating and invoicing for facility reservations and activity registration; communicating and coordinating with local and out-of-state clientele, Mesa Public Schools, and/or Community Youth Groups for field/ramada rentals; managing skylogix lighting (remote field lighting) system; and communicating with maintenance staff to coordinate field preparation. Additional responsibilities may include overseeing on-line registration and coordinating events with other City departments. This assignment requires extensive use of RecTrac activity registration and/or facility reservation.

Recreation Center assignment includes: Coordinating and supervising programs at the Red Mountain Multigenerational Center. Responsibilities include: developing facility programs; supervising, training, and hiring of staff.

Adult Sports Program assignment includes: In addition to above, this assignment is responsible for planning, organizing, coordinating, and supervising the implementation of adult and teen sports leagues; scheduling umpires and officials based on league requirements; documenting and evaluating the work of umpires/officials; and maintaining team standings. Additional responsibilities also include: developing, marketing, and establishing programs; coordinating sports field repairs and preparation with maintenance staff; coordinating program schedules and facility reservations; approving league rules and enforcing compliance; and completing all monthly reports in a timely manner.

Tennis Center assignment includes: In addition to above, this assignment is responsible for coordinating, scheduling, and supervising year-round tennis lessons, leagues, tournaments and special events. Additional responsibilities include: recruiting, securing and supervising tennis instructors; planning and implementing in-house tennis leagues, developing and administrating staff training; overseeing facility rentals and retail sales; developing and nurturing partnerships with local schools; monitoring and reporting daily cash receipts and cash handling procedures; monitoring facility maintenance and coordinating facility repairs; and managing a positive customer service program at the Tennis Center.

Distinguishing Features: Recreation Programmer is a journey-level for the professional recreation programming class series. An employee in this class is required to exercise initiative and independent judgment. Recreation Programmers may be required to work evenings, weekends, and holidays to accommodate recreation program activities. Depending on area of assignment, supervision is received from a Recreation Supervisor or Recreation Coordinator, who reviews work through observation, conferences, reports, and results achieved. The Recreation Programmer class is distinguished from the Recreation Coordinator by administrative duties. This class is FLSA exempt-administrative.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Recreation, Leisure Services, Facility Management, Public Administration, or a related field. Minimum of 2 - 3 years professional-level, year-round experience independently performing recreation programming duties. Certification as a Leisure Professional is preferred.

Special Requirements. Must possess a valid Arizona Driver's License by hire date. Must have a current Red Cross Lifeguard Training and Cardiopulmonary Resuscitation (CPR) for the Professional Rescuer certifications; a Water Safety Instructor certificate; and a Lifeguard Training Instructor certificate (***Aquatic Assignment only***). Must have a current Certified Therapeutic Recreation Specialist (***Adaptive Assignment only***). Must have CPR/AED and First Aid certificate within 30 days of hire and attendance at USTA Recreation Coaches' Workshop within six months of hire (***Tennis Center Assignment***).

Substance Abuse Testing. Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures (by assignment).

Preferred/Desirable Qualifications. Certification by the National Recreation and Parks Association (NRPA), or a nationally recognized certificate in Therapeutic Recreation or any valid accredited certification program related to the position is desired. Membership in the Arizona Parks and Recreation Association, National Recreation and Parks Association (NRPA), or USTA Coaching Certification is preferred. Municipal recreation experience is preferred.

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public, program participants, other City employees, community recreation groups and organizations, churches, and vendors in order to organize, promote, implement, and evaluate a variety of recreation activities and programs. Instructs and trains subordinates (Recreation Specialists, Recreation Assistants, and Recreation Aides; instructors; officials; coaches; and volunteers) in the policies, procedures, and methods used for implementing recreation programs and activities. Prepares program evaluations, reports, performance evaluations, activity status reports, schedules, calendars, brochures, class descriptions, and promotional materials in order to evaluate programs and subordinates, maintain data on programs, and market programs.

Manual/Physical: Communicates with the general public, program participants, other City employees, community recreation groups and organizations, churches, and vendors in order to organize, promote, implement, and evaluate a variety of recreation activities and programs. Instructs and trains subordinates, seasonal and temporary staff in the policies, procedures, and methods used for implementing recreation programs and activities. Operates a motor vehicle (sedan, 15 passenger van, and pickup truck) requiring a standard Arizona Driver's License to monitor program sites, transport participants, and deliver equipment. Prepares program evaluations, reports, performance evaluations, activity status reports, schedules, calendars, brochures, class descriptions, and promotional materials in order to evaluate programs and subordinates, maintain data on programs, and market programs.

Mental: Communicates with the general public, program participants, other City employees, community recreation groups and organizations, churches, and vendors in order to organize, promote, implement, and evaluate a variety of recreation activities and programs. Instructs and trains subordinates (Recreation Specialists, Recreation Assistants, and Recreation Aides; instructors; officials; coaches; and volunteers) in the policies, procedures, and methods used for implementing recreation programs and activities. Prepares program evaluations, reports, performance evaluations, activity status reports, schedules, calendars, brochures, class descriptions, and promotional materials in order to evaluate programs and subordinates, maintain data on programs, and market programs.

Knowledge and Abilities:

Knowledge of:

the philosophy and objectives of municipal recreation and the methods involved in organizing and supervising recreation programs and activities;
at least one major phase of recreation work, such as: sports, special needs programming, or other related activities;

development of program objectives and goals;
first-aid methods and necessary safety precautions as related to recreation; and
the equipment and techniques necessary to successfully conduct a recreation program.

Ability to:

understand the community in relation to its recreation needs;
establish and maintain effective working relationships;
provide materials and general assistance, and ensure appropriate facilities, equipment, and supplies are available for activities;
train staff and coordinate job responsibilities (i.e., officials for Sports programs and registrars for Registration assignment);
oversee all phases of recreation registration, including proofreading the Timeout Brochure and activity;
act as liaison for user groups and Mesa Public Schools regarding facility usage;
communicate with media via interviews, news releases, radio spots, etc.;
manage large community events and coordinate with multiple agencies to facilitate programs; and
organize multiple aquatic sites.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included do not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 7/16

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INCREMENTS 62-200

PAY GRADE: 46

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