

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 staff, part-time/seasonal staff, 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: This assignment is responsible for coordinating and supervising adaptive and inclusion programs, and multiple sports programs for individuals with physical and/or cognitive disabilities. Responsibilities include: assessment of individuals; coordinating program locations; developing programs; approving equipment purchases; and communicating with school officials, community disability groups, and family members/caretakers.

Adult Sports Program Assignment: 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: recruiting, training, and evaluating staff and volunteers; developing, marketing, and establishing programs; coordinating sports field preparation with maintenance staff; coordinating program and staffing schedules and facility reservations for programs; approving league rules and enforcing compliance; and communications with participants, staff, and officials.

Aquatics Assignment: This assignment is responsible for coordinating, scheduling, and supervising year-round aquatic programs and events (example: learn-to-swim classes and Dive-In Movies). Additional responsibilities also include: developing and distributing marketing materials for the aquatics areas; developing and administering staff training; scheduling facility rentals; working in partnership with Mesa Public Schools and other valley communities; and organizing summer seasonal hiring process.

Facility Reservations and Registration Assignment: This assignment is responsible for 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 remote field lighting systems; and communicating with maintenance staff to coordinate field preparation. Additional responsibilities may include assisting with on-line athletic program registration and event coordination. This assignment requires extensive use of Active Net activity registration and/or facility reservation system.

Recreation Center Assignment: This assignment is responsible for coordinating and supervising programs at the Red Mountain Multigenerational Center, Jefferson Recreation Center, Webster Recreation Center, or the Eagles Community Center. Responsibilities include: developing facility programs; supervising, training, and hiring of staff; developing and maintaining strong relationships with partner groups; communicating with participants; utilizing social media software to create and monitor marketing efforts; and monitoring facility maintenance and coordinating facility repairs.

Special Events Assignment: This assignment is responsible for planning, organizing, coordinating, and supervising the implementation of events that occur within the City; events may include City Sponsored and/or Private Events using the park system. Additional responsibilities include: supervising, training, and hiring of staff; communicating and coordinating with event organizers; coordinating and invoicing for event space reservations; communicating with maintenance staff and other City departments to coordinate event site preparations; recruiting event sponsors, partners, and vendors; creating, distributing, and evaluating event surveys. This assignment requires use of ActiveNet for facility reservations/permitting and Accela for processing event licenses. Performs cash handling procedures, commodities, and maintaining records; may require use of point-of-sale terminals or cash registers.

Tennis Center Assignment: 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 staff and instructors; planning and implementing in-house tennis leagues; developing and administering staff training; overseeing facility rentals and retail sales; monitoring and reporting daily cash receipts and cash handling procedures; monitoring facility maintenance and coordinating facility repairs; developing and maintaining partnerships with stakeholders and managing a positive customer service program at the Tennis Center.

Youth Recreation Programs (Sports and Summer) Assignment: 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; recruiting, training and continued communications with volunteers and staff; coordinating program and staffing schedules and facility reservations; developing manuals and rules of the programs; developing weekly themes and special events; and completing all monthly reports in a timely manner.

Distinguishing Features: Recreation Programmer is a journey-level position 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. Two years full-time experience (or four years part-time experience) planning, organizing, and developing specialized recreation programs or activities **OR** one year of full-time experience (or two years of part-time experience) as a City of Mesa Recreation Specialist.

Special Requirements. Must possess a valid Class D Arizona Driver's License by hire or promotion date. Must obtain Red Cross (or equivalent) Lifeguard Training and Cardiopulmonary Resuscitation (CPR) for the Professional Rescuer certifications within 30 days of hire and a Water Safety Instructor certificate within 90 days of hire (*Aquatics Assignment*). Must have CPR/AED and First Aid certificate within 30 days of hire (*Adaptive, Aquatics, Recreation Center, and Tennis Center Assignments*). Must have valid Department of Economic Security fingerprint clearance card level 1 within 30 days of hire; Department of Economic Security Article 9 certification; and Protective Behaviors Certification all within 30 days of hire (*Adaptive 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. Municipal recreation experience is preferred. Certification and/or membership in the National Recreation & Parks Association (NRPA), the Arizona Parks & Recreation Association, as a Leisure Professional, and/or any other valid accredited certification program related to the position. Possession of a nationally recognized certificate in Therapeutic Recreation and/or experience working with people with disabilities (*Adaptive Assignment*). Experience using social media software to create and monitor marketing efforts for the department (*Aquatics Assignment*). Previous attendance at a NET Generation Workshop through the United States Tennis Association (USTA) and/or attendance at USTA Recreation Coaches' Workshop (*Tennis Assignment*).

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.

Manual/Physical: Operates a motor vehicle (sedan, 15 passenger van, and pickup truck) requiring a standard Class D Arizona Driver's License. Lifts and carries supplies and equipment weighing up to 40 pounds. Performs considerable amount of data entry and electronic communication. Utilizes desk phone and mobile phone for voice, text, e-mail, and social media. Utilizes point of sale and cash register, credit card, and bar code readers. Travels to various sites and spends considerable time walking, standing, and sitting in both indoor and outdoor environments. Set up tables, chairs, tents, and various equipment weighing up to 40 pounds.

Mental: Analyzes financial and statistical data using general math skills to determine accuracy, trends and identify potential issues. Prepares and presents information through various media forms to internal and external audiences. Hires, trains, and monitors work performance of staff. Learns job-related material through oral instruction, observation (on-the-job training), and reading material. Interviews, selects, and schedules staff.

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 (example: 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 1/24

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EEO-Prof

JOB FCTN-PAR

INCREMENTS 45-200

PAY GRADE: 50

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