

# Job Description

## RECREATION COORDINATOR – MEMBERSHIP/FRONT DESK

*The City of Maricopa is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

Management's vision is "to be open, responsive and accountable while serving the public with integrity."

### Job Description

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this position. Other duties may be required, assigned, and expected commensurate with the administrative needs of a newly incorporated city.

### General Purpose

Works under the general direction of the Recreation Manager. Directly supervises support employees and carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

### Essential Duties:

Essential Duties are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned.

- Supervises and coordinates the activities of the support staff including training, scheduling, hiring decisions, written performance evaluations; works with employees to correct deficiencies and implement discipline procedures.
- Oversees or Assists team development of skills in information sharing, conflict resolution and group empowerment.
- Develops and implements systems to improve service(s) and processes.
- Conducts research by gathering data from various sources and preparing various reports and compilations; resolves discrepancies in records and reports and follows up as necessary.
- Administers, justifies and monitors budgets for related work areas. Determines current and future needs for equipment and programs.

- Administers contracts for such services as: professional services and pre-employment exams.
- Reviews and monitors various confidential personnel related reports.
- Assists in managing the day-to-day operations, financial objectives and marketing of recreation programs, memberships, the front desk and collection of program fees.
- Plans, organizes and supervises the activities and staff for the front desk and memberships.
- Participates in establishing goals and objectives for the department; establishes goals and objectives for area of responsibility.
- Assists in planning the department budget, program and facility cost estimates and helps with budgetary oversight.
- Assists in performing onsite program inspections as well as onsite evaluation to ensure compliance with City of Maricopa program and safety policies and procedures.
- Performs research, analyzes findings and develops innovative recreation programs; monitor and evaluates program outcomes for sustainability.
- Coordinates activities with other departments, outside agencies and organizations and performs duties that originate in the Community Services Department.
- Develops front desk schedules and policies.
- Oversees the membership tours, applications, cards and payments.
- Develops yearly program calendar for area of responsibility.
- Interprets and enforces department policies, procedures, and regulations.
- Monitors the purchase, use and care of facilities and program equipment.
- Participates in the preparation of grant applications, administers and monitors grant funding.
- Acts as liaison to community groups, commissions, and agencies.
- Other duties as assigned.

### **Minimum Qualifications**

Position requires a Bachelor's Degree in a related field, and a minimum of three (3) years' experience in professional recreation work and recreational planning including one (1) year of supervisory experience. Must possess a valid Arizona driver's license. Position requires working on evenings, weekends and some holidays.

### **Preferred Qualifications:**

- Cardiopulmonary Resuscitation (CPR) certification and First Aid Course certification

Any equivalent combination of education, training, and experience, which provides the requisite knowledge, skills, and abilities for this job, may be substituted for evaluation at the discretion of city management.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

### **Knowledge of:**

- Current Parks and Recreation principles and trends
- Office management procedures and practices
- Business English
- Budgets and accounts payable/receivable practices
- Ordinances, practices, procedures and terminology of governmental and assigned area operations
- Microsoft Office suite
- Active Net Systems

### **Skills required:**

- Effective verbal and written communications skills
- Strategic thinking
- Resource management
- Managing performance
- Managing change
- Decisiveness
- Interpersonal skills
- Operation of personal computer including job-related software applications that apply to the work performed

### **Ability to:**

- Supervisory and coordination
- Establishing and maintaining effective working relationships with co-workers, supervisors, commission members, City Officials including City Council and City Manager and the general public
- Observe, review and check the work of staff members to ensure conformance to standards
- Follow oral and written instructions and exercising independence and judgment in applying and following established procedures and in meeting deadlines
- Listen, communicate and work effectively with a diverse group of people
- Proficiently perform computerized word processing, comprehension, summarizing and writing/editing
- Prepare, justify and monitor a budget
- Prepare and present effective oral and written reports and prepare original correspondence
- Make mathematical calculations and draw logical conclusions
- Attend or conduct various meetings as needed
- Implement Federal, State, County and City laws, codes and ordinances

## **Performance Aptitudes**

Physical Ability: Tasks require the ability to exert light physical effort including but not limited to, lifting, carrying, pushing and/or pulling, etc. of objects and materials of light weight (generally 50 pounds or less). Tasks may involve extended periods of time in seated position and at a keyboard or workstation.

Project Management: Tasks require the ability to schedule, coordinate, and manage various projects of varying degrees of difficulty, size and complexity.

Equipment, Machinery, Tools, and Materials: Tasks require the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials, commensurate with duties of the position.

Social and Interpersonal Communication Skills: Position requires professional social and interpersonal communication skills, including the ability to function in a major organizational unit requiring significant internal and external interaction.

Reasoning: Position requires functional reasoning skills enabling the analysis of major problems that necessitate complex planning for interrelated activities that can span one or several work units. Position requires situational reasoning skills allowing for the ability to exercise judgment, decisiveness and innovation in situations involving broader aspects of the organization.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.