

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Recreation Program Coordinator II	Job Code: 3224
Date: May 18, 2020	EEOC Code: PR
FLSA Designation: Non-Exempt	Civil Service Status: Covered (UC)

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

CLASSIFICATION STANDARDS: Positions allocated to this classification are responsible to an assigned supervisor and perform all work under general direction. This work differs from the Recreation Coordinator I by its higher degree of responsibility and level of autonomy, and from the Recreation Coordinator III by its lack of division-level responsibility and final approval on all areas of program management. *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: Plan, develop, organize, schedule, implement, create, and evaluate various recreational, athletic, and/or special event programs; develop registration forms, policies, and practices in collaboration with operations staff; establish rosters and/or participant lists; establish and maintain schedules including organizing tournaments; schedule needed facilities and ensure appropriate access; monitor status and condition of program equipment; order supplies and purchase program specific materials; track expenses; make minor modifications to program budget as needed; assist with creation of division budget; develop creative marketing strategies for various programs; create flyers, brochures, announcements, and various program-specific marketing materials.

Supervise part-time staff and/or volunteers assigned to specific programs; assist in recruiting, evaluating, and training of staff; ensure adequate coverage for programs including scheduling and assigning work; ensure adherence to operational rules and procedures; ensure part-time staff and/or volunteers understand, communicate, and enforce assigned program rules and regulations; identify and resolve performance issues including enacting discipline under the general direction of a supervisor.

Evaluate assigned programs and identify areas of success, deficiencies, and/or needed improvements; evaluate program effectiveness compared to program costs; solicit information from program participants; maintain and prepare a variety of statistics and reports; develop new strategies for programs including making significant changes to assigned area of responsibility; recommend policy changes; assist other staff members and the public as needed; perform other related duties as required.

MINIMUM REQUIREMENTS: Bachelor's degree in Recreation, Physical Education, or closely related field and one (1) year of experience in recreational program management **OR** an equivalent combination of job-related education and experience [substituting each one (1) year of post-secondary education/training for six (6) months of experience].

License(s)/Certificate(s): A valid, lawful Driver's License is required.

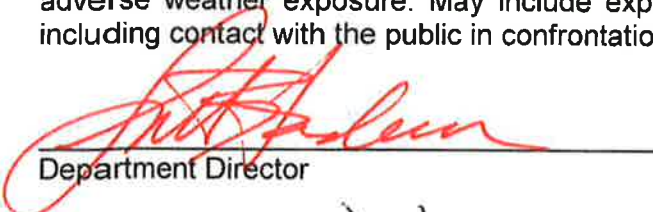
SELECTION FACTORS: *Knowledge of:* processes and procedures required to organize and

schedule recreational, athletic, and/or special event programs for both youth and adults; 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; operations, functions, and terminology common to recreation programs and activities; basic English composition, spelling, and grammar. **Skill in:** practicing trust-building behaviors. **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 types of athletic equipment, field marking machine, computer and standard office equipment.

PHYSICAL DEMANDS: Some lifting of heavy (25-50 lbs.) objects and boxes.

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



 Department Director

5/18/20

 Date



 Mayor/Chief Administrative Officer

5/18/2020

 Date

NOTE: The above statements 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.