

**CITY OF CHATTANOOGA**  
**Classification Specification Title: Community Activator**

**Department: Parks & Outdoors**

**Pay Grade: GS.05**

**Supervision Received From: N/A**

**FLSA Status: Non-Exempt**

**Supervisory Responsibility For: N/A**

**Established: 1/23/23**

**Revision Dates: 4/1/25;  
8/27/24; 10/20/23**

**CLASSIFICATION SUMMARY:**

Incumbents in this classification expand the reach of Outdoor Chattanooga through communication and program initiatives.

Duties may include partnership engagement; community outreach; recruiting, training, supervising, and mentoring volunteers; strategy development and performance monitoring; providing general reception and information services to the public; program development; performing administrative tasks such as creating program attendance reports, reserving facilities; creating marketing materials; assisting with researching; grant writing and budget developing activities for new outreach initiatives; serving on City committees; attending meetings as a representative of the City; program registration and collecting fees for programs or facilities usage. Work is performed with moderate supervision.

**SERIES LEVEL:**

The Community Activator is a stand-alone position.

**ESSENTIAL FUNCTIONS:**

*(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)*

Registers participants for programs, events and/or classes; receives and processes applications and fees; maintains related records and information.

Assists in planning, preparing, coordinating, and facilitating a wide variety of community activation and engagement events and/or activities which may include developing educational and training curriculum, engaging community partners, recruiting and supervising volunteers; scheduling events and volunteers; reserving facilities; procuring supplies; instructing entry level program classes and/or activities; developing promotional and marketing materials; preparing rosters; setting up sites; monitoring events; assessing and managing program risks and/or performing other related activities.

Performs tasks related to routine day-to-day operations; gathers and summarizes program evaluations and reports; monitors sites and facilities for potential safety hazards; performs volunteer background checks and assessments; supports paid and unpaid internships through recruitment, training, and mentorship.

Responds to requests for information or complaints over the phone and in person regarding recreation programs, processes, procedures, events, and/or activities.

Serves as a liaison with general public, program partners, sponsors and volunteers.

Performs routine clerical work.

Participates in/on a variety of meetings, committees and/or other related groups in order to receive and convey information.

Uses, carries and answers their cell phone for business purposes as determined by the assigned job duties and the department head.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

#### MINIMUM QUALIFICATIONS:

Bachelor's Degree in Recreation or Park Management, Communications, Business Administration, Human Resources, Non-Profit Management, Recreation and Tourism Management, or related field plus two (2) years with increased responsibility for volunteer/recreation management OR any combination of equivalent experience and education.

#### LICENSING AND CERTIFICATIONS:

Ability to obtain First Aid/CPR Certification or certifications specific to area of assignment.

#### KNOWLEDGE AND SKILLS:

Knowledge of basic volunteer management and administration; record keeping methods and procedures; customer service principles; and modern office procedures.

Skilled in providing customer service; making small group presentations; using a computer and related software applications; maintaining records; operating modern office equipment; communication and interpersonal skills as applied to interaction with community volunteers, partner organizations, coworkers, supervisor, and the general public.

#### PHYSICAL DEMANDS:

Positions in this class typically require periodic overnight travel, non-traditional work hours (weekends and evenings), ability to move across and over varied terrain, use program-specific tools, and exerting force to lift, carry, push, pull, or otherwise move objects.

#### WORK ENVIRONMENT:

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects. Incumbents may be subjected to moving mechanical parts, extreme temperatures and intense noises.

SPECIAL REQUIREMENTS:

Safety Sensitive: Y

Department of Transportation - CDL: N

Child Sensitive: Y

*This position requires a pre-employment background check, drug screening, and lift test.*

The City of Chattanooga, Tennessee, 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 encourage both prospective and current employees to discuss potential accommodations with the employer.