

CITY OF CHATTANOOGA

Classification Specification Title: Recreation Program Coordinator

Department: Parks and Outdoors

Pay Grade: GS.10

Supervision Received From: Dir. Outdoor Chattanooga

FLSA Status: Exempt

Supervisory Responsibility For: Rec Spec., OD Rec. Spec.

Established: 6/29/07

**Revision Dates: 4/4/25;
9/30/24; 10/20/23**

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for planning and organizing City-wide recreation programs. Duties include developing and designing recreational curriculum, program schedules, instructional materials, and calendar for summer programming; developing promotion strategies and materials to increase participation; preparing budget reports; assisting in the development and implementation of new policies and procedures; hiring, training, scheduling and evaluating program staff, vendors, and instructors. Work requires limited supervision and the use of independent judgment and discretion.

SERIES LEVEL:

The Recreation Program Coordinator is a stand-alone position in the recreation management series.

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.)

Designs, plans, coordinates, organizes, supervises, and evaluates the activities of specialized activities, tournaments, leagues and/or programs; supervises program instructors, event staff and/or related personnel; manages logistical components associated with activities and programs; ensures appropriate facilities, equipment and materials are available and ready for utilization to ensure the successful operations of assigned activities and programs.

Represents the Department with the public and with outside groups, organizations, and agencies; responds to a wide variety of questions, comments and/or concerns; resolves related complaints.

Prepares and maintains a variety of records and/or reports related to assigned programs, including financial reports that summarize and/or outline incoming and outgoing funds.

Creates program schedules and activities calendars.

Coordinates and/or participates in/on a variety of meetings, seminars, conferences, training sessions and/or other related events in order to receive and convey information.

Publicizes and promotes programs using a variety of media and related sources; oversees the distribution and/or dissemination of promotional materials.

Performs a variety of general administrative activities in support of division operations which includes answering phones; maintaining and ordering supplies and/or performing other related activities.

Uses, carries, and answers cell phones 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.

DEPARTMENT SPECIFIC DUTIES (if any):

Planning, instructing, and training Department of Parks and Outdoor leaders in outdoor recreation activities for diverse populations including children, adults, and seniors in skill areas such as paddling, climbing, archery, cycling, hiking, fishing, and skating activities.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Recreation or related field and four (4) years progressively responsible recreation experience; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS:

Possession of/or ability to obtain First Aid/CPR Certifications. May require certifications specific to specialty area(s).

KNOWLEDGE AND SKILLS:

Knowledge of supervisory principles; recreational program planning, administration and supervision principles and practices; marketing and promotion theories, principles and practices; budgeting principles; record-keeping practices and principles; applicable age-appropriate activities, programs and materials; principles in focused area of recreation expertise; community demographics; customer service principles and applicable federal, state, and local laws, codes, regulations, policies, rules, and regulations.

Skill in monitoring and evaluating the work of subordinate staff; prioritizing and assigning work; using a computer and related software applications; maintaining records; exercising good judgment, flexibility, creativity, and sensitivity in response to changing situations; scheduling programs and events; coordinating and overseeing recreation program sites and equipment; planning, developing, supervising, and managing programs and/or events; evaluating program effectiveness; preparing and maintaining records and reports; providing customer service; administering budgets; interpreting and explaining policies and procedures; communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS:

Positions in this class typically require balancing, stooping, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

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

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.