

# **CITY OF CHATTANOOGA**

## **Classification Specification Title: Therapeutic Recreation Program Coordinator**

**Department: Parks & Outdoors**

**Pay Grade: GS.10**

**Supervision Received From: Therapeutic Program Manager**

**FLSA Status: Exempt**

**Supervisory Responsibility For: Therapeutic Recreation  
Specialist**

**Established: 6/29/07  
Revision Dates: 4/4/25;  
10/20/23; 8/18/22**

### **CLASSIFICATION SUMMARY:**

Incumbents in this classification are responsible for assisting in the planning, directing, instructing/implementing and leading daily therapeutic recreation programs, events and activities. Duties include managing, training and evaluating lower level therapeutic staff, assisting with program policies/procedures, assisting with program budgets and revenues, assisting with volunteer/intern recruitment and training, monitoring safety at programs and of equipment, promoting accessibility, inclusion and ADA compliance within the community, preparing program reports and work to resolve citizen complaints. May write and oversee grants.

Duties may include reserving facilities and creating marketing materials; serving on City committees; attending meetings as a representative of the City; assessing diverse populations to determine appropriate program needs and schedule vehicles for program transportation. Work is performed with minimal supervision and requires use of independent judgment and discretion.

**SERIES LEVEL:** The Therapeutic Recreation Program Coordinator is the second level of a three-level therapeutic 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.)*

Assists in assessing, planning, preparing, coordinating/administering, facilitating and evaluating a wide variety of indoor/outdoor recreational events, classes, and/or activities for individuals with a variety of disabilities.

Supervises lower-level staff, patrons; recruiting and training volunteers; reserving facilities and/or transportation; procuring supplies; scheduling events, classes and/or activities; developing promotional and marketing materials; preparing rosters; setting up sites; monitoring events; assessing program risks, and/or performing other related activities.

Performs tasks related to routine day-to-day operations, including assisting with lower-level staff and ensuring they are properly trained and follow policies and procedures, program development and implementation, inventory, recreational gear/equipment maintenance activities, and monitoring events/sites and facilities for potential safety hazards.

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 program participants and their families, sponsors and volunteers.

Assist with program budgets and preparing reports, assist with program revenues.

Performs routine clerical work, assists with program marketing and social media.

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

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.

Ensure compliance with federal, state and local laws, regulations, codes, standards, policies, and procedures.

Ability to load and pull a trailer with equipment for programs/events.

Assist with preparing, reviews, interprets and analyzes a variety of information, data and reports; makes recommendations based on findings.

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 Therapeutic Recreation (or related recreation field) and two (2) years progressively responsible recreation management experience; or any combination of equivalent experience and education.

Ability to obtain certification or licensure as a Therapeutic Recreation Specialist or a related discipline within 6 months of hire.

## LICENSING AND CERTIFICATIONS:

Ability to obtain First Aid/CPR Certification or certifications specific to area of assignment. Certified Therapeutic Recreation Specialist" (CTRS) preferred or ability to obtain certification within six (6) months of employment.

## SUPPLEMENTAL INFORMATION

### KNOWLEDGE AND SKILLS:

Knowledge of therapeutic recreation operations and program planning, administration and management principles and practices; record keeping methods and procedures; basic budgeting skills/knowledge; modern office procedures; skill in monitoring and evaluating the work of subordinate staff; prioritizing and assisting with schedules of lower-level employees; resolving and mediating conflict; exercising good judgment, flexibility, creativity and sensitivity in response to changing situations; skill in providing customer service; inventory maintenance principles; 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 climbing, balancing, stooping, kneeling, 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, bodily fluids, infectious diseases, 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.