

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: None

Established: 6/29/07

Revision Dates: 1/28/26;

4/04/25; 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.)

Coordinates the assessment, planning, implementation/facilitating, evaluating and documentation for a wide variety of indoor/outdoor recreational events, classes, and/or activities for individuals with a variety of disabilities and their circle of support (APIED process). Ensure readiness to ensure the successful operations of assigned programs/activities.

Coordinates with and supervises lower level staff, interns and/or volunteers while prioritizing and assigning work; conducts performance evaluations; assists with staff training; ensures that employees follow both City and departmental policies and procedures; maintains a healthy and safe working environment and makes hiring, termination and disciplinary recommendations.

Assist with individual program budgets and preparing reports, assist with program revenues. Prepares cost estimates for programs and assists in monitoring expenditures. Securing sponsorships and donations as needed.

Performs routine clerical work, registers participants for programs, collects and processes fees. Assist with preparing, interpreting and analyzing a variety of information, data and reports; makes recommendations based on findings.

Collaborates with other staff to create promotional content (photography/videography) across multiple platforms including newsletters, social media posts and draft press releases.

Develop, coordinate and deliver applicable age-appropriate activities, programs and materials; principles in focused areas of recreation expertise; customer service principles and ensure compliance with federal, state and local laws, regulations, codes, standards, policies, and procedures.

Serve as a liaison with program participants and their families, sponsors and volunteers.

Collaborates with community groups, local non-profit organizations, committees, businesses, advisory boards, churches and/or other applicable entities to establish present and future community program needs and beneficial partnerships.

Assist with developing long-term programs and goals to guarantee future success. Has the authority to coordinate such programs.

Oversees and coordinates equipment maintenance activities as approved by manager which includes conducting and reporting required maintenance and repairs. Recommends equipment and supplies to ensure efficient and effective operations.

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

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 Therapeutic Recreation (or related recreation field) and two (2) years progressively responsible recreation management experience; 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 within six (6) months of employment.

Certified Therapeutic Recreation Specialist" (CTRS) preferred or ability to obtain certification within six (6) months of employment.

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

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. Knowledge of assistive devices, assistive technology and activity adaptations and equipment used to assist participants to function as independently as possible in leisure and recreation activities.

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.