**CITY OF FLAGSTAFF**

Flagstaff is the largest community in the high country and is the county seat for Coconino County, the largest county in the United States. A historic Route 66 town, Flagstaff is ideally located at the juncture of Interstate 17 and Interstate 40. Though still reflecting a small town atmosphere, it maintains a selective growth plan with new expansion programs underway.

The City of Flagstaff is Northern Arizona’s Employer of Choice! Our City government is devoted to enhancing the quality of life of our citizens and the experience of the many visitors who are attracted to Northern Arizona.

**Date Posted: March 08, 2019**

**Vacancy No: 034-19**

**Position Title: Recreation Program Coordinator - Activities**

**Division / Section: Public Works / Recreation / Parks / Cemetery**

**Position Status: Full Time; FLSA Non-Exempt; Tenure & Benefit Eligible**

**Work Week: Monday – Friday; Some nights, weekends, and holidays may be required**

**Salary Range: $18.2579 Per Hour**

**Closing Date: March 22, 2019**

***Team Flagstaff is looking for*** *an Activities Coordinator with excellent customer service skills, supervision knowledge, and experience programming and scheduling a variety of group fitness classes.*

Actively supports and upholds the City’s stated mission and values. Under direct supervision of the Recreation Supervisor, employees of this classification perform entry level to skills duties associated with day-to-day operations of a recreation facility, activities, and/or programs.

The Recreation Program Coordinator series is a broad band series where incumbents are responsible for performing a wide variety of tasks. Work may be performed under supervision to exercising independence and initiative in performing the responsibilities assigned. Duties range from routine and repetitive to complex tasks requiring the incumbent to take initiative, make judgment calls, and make decisions for the functions/processes for which they are accountable.

There are three zones within the broad band. The incumbent will have the opportunity to advance through the zones based on tenure, performance, and value added to the organization according to the corresponding policy as well as specific criteria related to the position.

**ADMINISTRATIVE DUTIES**

* Supervisory: This position has responsibility for leading the work of temporary staff and/or volunteers.
* Budgeting: This job does not have budgetary responsibilities but carries out day-to-day activities within approved budget.
* Strategic Planning: This job does not have strategic planning responsibilities but carries out day-to-day activities in order to reach the stated goals and objectives.
* Policies/Procedures: This job has partial responsibility at the program level ranging from understanding policies, procedures, and rules related to recreation facilities and programs to ensuring compliance with them.
* This job carries out day-to-day activities in accordance with Federal, State, and Local laws, rules, and regulations as well as City policies and procedures.
* Council Communications: This job carries out day-to-day activities in accordance with Federal, State, and Local laws, rules, and regulations as well as City policies and procedures.
* Reporting: This job does not have duties related to reporting to Federal/State/Local agencies.

**EXAMPLES OF THE WORK PERFORMED (ILLUSTRATIVE ONLY)**

Based on incumbent’s zone, duties range from routine/less difficult to more complex (requiring the incumbent to take initiative, make judgment calls, and make decisions for the functions/processes for which they are accountable.)

* Provides excellent customer service to both internal and external customers.
* Assists patrons via phone and in person; provides information to the public.
* May process use permits and banner program and coordinate facility use schedules.
* Monitors the use of facilities and equipment.
* Assists with supply and equipment orders.
* Opens and closes recreation facilities as needed.
* Performs basic facility set-up, maintenance, and/or custodial duties as required.
* Inspects equipment for safety. May inspect facilities pre and post use and initiate maintenance and repairs.
* May analyzes usage data, program evaluations, and customer service surveys to formulate program improvement strategies.
* Collects and deposits program and permit fees. May prepare invoices.
* Registers participants in programs.
* Organizes, implements, and evaluates activities, classes, and programs. May create, organize, implement, and evaluate recreation activities and special events.
* Coordinates recreation activities with patrons, contract instructors, and outside agencies.
* Coordinates recreation activities with patrons, schools, clubs, organizations, and businesses.
* Maintains attendance, program, and revenue records and preparing summary reports. May analyze usage data, program evaluations, and customer surveys to formulate program improvement strategies.
* May pursue alternative funding sources, i.e. grants.
* Attends staff meetings and training opportunities.
* Other duties as assigned.

**MINIMUM REQUIREMENTS**

Refer to the Zone Change Checklist for a comprehensive list of requirements in each zone. The below minimum requirements are reflective of zone one minimums only.

* One year of college coursework in Parks and Recreation or a closely related field.
* One year of employment in the recreation field. – experience in field of assignment preferred.
* Or any combination of education, experience, and training equivalent to the above Minimum Requirements.

**OTHER REQUIREMENTS**

* Must possess, or obtain upon employment, a valid Arizona driver’s license.
* Regular attendance is an essential function of this job to ensure continuity.
* Must have the ability to be contacted and to respond in a timely manner and be willing and able to perform emergency work on an evening or weekend basis.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES (ILLUSTRATIVE ONLY)**

* Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.
* Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
* Reasoning Ability: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**PHYSICAL REQUIREMENTS AND WORKING CONDITIONS**

* While performing the duties of this job, the employee is frequently required to talk or hear, and regularly required to stand and use hands to finger/handle/feel. The employee is occasionally required to walk, sit, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, taste or smell.
* The employee must frequently lift and/or move up to 10 pounds, regularly list and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds.
* There are no special vision requirements for this position.
* There are no special working conditions for this position.
* The noise level in the work environment is usually moderate.

**CLASSIFICATION INFORMATION**

* Range BA1-BA3, FLSA non-exempt.

**PRE-EMPLOYMENT REQUIREMENTS**

* Pre-employment physical requirements for this position include: pre-employment physical
* Pre-employment testing requirements for this position include: fingerprints
	+ Aquatics Assignment only: non-regulated drug and alcohol screening
* Pre-employment vaccination requirements for this position include: Hepatitis A/B.

**TO APPLY ONLINE**

In order to apply for this position you will have to fill out a City of Flagstaff application on our website. Visit our website to apply or for more information on this position and other opportunities. You will find complete job descriptions, requirements and application information at: [**http://www.flagstaff.az.gov/jobs**](http://www.flagstaff.az.gov/jobs)

**NOTE: Applications are due to the Human Resources department by 4PM on the closing date regardless of the postmarked date.**

**TO APPLY IN PERSON**

Applications are available and can be turned in at:211 W. Aspen Ave., Flagstaff, AZ 86001

Call our general information line at (928) 213-2090 or (800) 463-1389 to request an application by mail. Fax your resume to (928) 213-2089 or E-mail: human.resources@flagstaffaz.gov

**Additional information about current and open job vacancies can also be found by calling our job line at (800) 463-1389.**

The City of Flagstaff is an Equal Opportunity/Affirmative Action employer.

All qualified applicants will receive consideration for employment without regard to race, color,

religion, sex, national origin, disability, age, or protected Veteran status.

**AmeriCorps, Peace Corps and other national service alumni are encouraged to apply.**

**Paid Holidays** • **Paid Vacation Days** • **Paid Sick Days** • **Health/Dental/Life/Vision Insurance**