



Recreation Coordinator

Payson Event Center

Salary Range: \$ 17.22 - \$25.82/hr

Deadline for Applications: August 16, 2017
Plus Benefit Package

The Town

The Town of Payson, nestled among the majestic mountains of the Mogollon Rim, a 7,000 foot, 200 mile long escarpment, is located at the intersection of State Routes 87 and 260, 90 miles north of the Phoenix metro area and 90 miles south of the City of Flagstaff. Payson, surrounded by the Tonto National Forest and the world’s largest stand of virgin Ponderosa Pines, is graced with spectacular natural beauty.

At an elevation of 5,000 feet, the area enjoys a mild climate that accommodates year-round outdoor exploration. Residents and tourists alike enjoy snow covered, fragrant pine trees while cross-country skiing in the winter and extremely pleasant temperatures in the spring, summer and fall while they hunt, fish or hike.

As of the 2010 U.S. Census, the population of the Town of Payson was 15,301. Payson residents enjoy full-service public safety departments, a water utility, parks and recreation, library, and community development among other governmental services.

The Department

The mission of the Recreation & Tourism Department is to provide for the health, inspiration and recreational opportunities for the people of Payson through the creation and maintenance of high quality programs, facilities and community special events. With the development of outdoor recreational programs that invite tourists and promote existing attractions & special events, we increase the overall economic and social vitality of our community.

The Position

Recreation Coordinators plan, develop, implement, and evaluate multiple recreation programs at a park/facility, or in a specialty area/program. This specific position will coordinate the organization of Event Center and community recreation programs, equine related events, special events, and or supporting various sports activities, and special interest classes and programs. Incumbents supervise full-time and part-time employees and volunteers.

The Ideal Candidate

Minimum Qualifications

Bachelor’s degree in recreation or a closely related field; two (2) years of recreational programming experience; or any equivalent combination of education and experience that provides the required skills and abilities for the position. Must possess, or be able to obtain by the time of hire, a valid Arizona drivers license without record of suspension or revocation in any state. Certified Parks and Recreation Professional (CPRP) is preferred.

Requirements

- Proficient knowledge of the Equine Industry, with an emphasis in planning, coordinating and executing Equestrian Events and Activities
- Knowledge of the following organization: PRCA, WPRA, NBHA, Arizona High School Rodeo Association, Southwest Indian Rodeo Association
- Proficient knowledge of how to operate an equestrian facility

****PLEASE SEE FULL JOB DESCRIPTION FOR ALL QUALIFICATIONS AND REQUIREMENTS**

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Benefits

Paid Time Off: Full time general positions accrue 156 hours of paid time off per year for the first 2 years of service. Full time Fire Department shift positions accrue 234 hours of paid-time-off for the first 2 years. Accruals increase with years of service.

Holidays: Full time positions (minimum 30 hours per week) accrue 10 paid, eight-hour holidays per year. Holidays include New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day After Thanksgiving Day, and Christmas Day.

Personal Days: Management positions accrue 24 hours of personal leave per year. Any personal time hours remaining on December 31, will be deleted.

Health Insurance: Positions with a minimum of 30 hours per week are eligible for employee/employer cost shared medical, dental, vision and life insurance benefits. Additional employee paid life insurance, AD&D, short and long-term disability benefits are also available.

Retirement: Employer/Employee contribution shared participation is required for full time positions. General positions will participate in the Arizona State Retirement System. Certified Police and Fire positions will participate in the Arizona Public Safety Personnel Retirement System.

Application Procedure

Filing Information: This recruitment will close at **4:00 p.m. MST** on the deadline date. Please submit a completed Town of Payson employment application. We require either a Town of Payson employment application or a current resume, but we prefer to receive both documents. Faxed applications and/or resumes will be received at (928) 474-1151. Please notify Human Resources in advance if you require special accommodations to participate in any phase of the selection process. For a complete job description, please visit the employment page of the Town of Payson's website at <http://www.paysonaz.gov/Departments/hr/employment.html>.

Candidate Selection: Only those candidates who appear best qualified, based on the requirements of the job description and review of all submitted applications and supplemental materials for background, experience and training, will be invited to any combination of written, performance or oral appraisals to further evaluate their job related experience, knowledge, skills and abilities.

It is the candidate's responsibility to accurately provide all pertinent information in the application. The Town of Payson will NOT accept any additions, corrections or revisions to a candidate's application or supplemental documentation after the deadline for accepting applications has passed.

You will be contacted if you are selected for an interview. You will also be contacted by postal mail if you are not selected to participate in the testing and interview process. We are not able to respond to follow-up e-mails or phone calls.

General Comments: The preceding statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel classified in this position. The job description is subject to change as the needs of and requirements of the job changes.

Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work may be accepted. All stated salaries are based on present information and subject to change. Appointments are generally made at the minimum of the pay range. All salaries are subject to statutory payroll deductions. State law requires all employees contribute to their retirement plan. Town employees are paid on a bi-weekly basis, for a total of 26 pay periods per year.

The Town of Payson is an Equal Opportunity Employer. In compliance with the Immigration and Control Act of 1986, all new employees must verify identity and provide evidence of entitlement to work in the United States. We verify through E-Verify.

Please note: Town applications are public record.

Town of Payson
Job Description

Position Title: **Recreation Coordinator - Event Center**

FLSA Classification: **Non-Exempt**

Pay Grade: **49**

Department: Parks, Recreation and Tourism

Reports To: Parks, Recreation and Tourism Director

Approved By:

The fundamental reason this classification exists is to provide skilled professional recreation programming. Incumbents plan, develop, implement, and evaluate multiple recreation programs at a park/facility, or in a specialty area/program. Incumbents supervise full-time and part-time employees and volunteers. General supervision is typically provided by a Recreation Coordinator who evaluates performance based upon results achieved.

GENERAL PURPOSE

Organizes Event Center and community recreation programs, special events, various sports activities, and special interest classes and programs.

SUPERVISION EXERCISED

At the discretion of the Parks, Recreation and Tourism Director may supervise part-time recreation staff, special interest instructors, and volunteers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Organizes and implements Event Center programs and special events.
- Works with a variety of Equestrian related groups and entities in putting on equine related events (Rodeos, gymkhanas, team roping etc.) and other special events.
- Organizes new special events and activities that will utilize the event center and attract tourists.
- Responds to public inquiries about programs made by telephone, correspondence, or during public meetings.
- Prepares information for the publication of communications regarding Event Center special events and other recreation programs.
- Maintains records and statistics for related programs.
- Assists with various sports tournaments and special events throughout the year.
- Performs a variety of miscellaneous duties such as answering the phone, typing correspondence, running errands, covering the front desk, picking up supplies needed for activities, making arrangements for rental and use of buildings, helping set up tables and chairs for classes, etc.
- Assists in the scheduling of activities at the public parks and event center locations.
- Promotes interest and provides information regarding recreation programs to community leaders, recreation officials, community service groups, other departments, and the general public.

PERIPHERAL DUTIES

Assists in the planning and management of any concession related activities, including design, layout, operation, inventory, contracting and staffing.

Assists in the recruitment and selection of part-time and seasonal staff. Serves as a member of various employee committees, as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

- Graduation from a standard senior high school or GED equivalent (*Graduation from a four-year college or university with a degree in recreation or a closely related field is preferred*).
- Two (2) years of recreational programming experience, or
- Any equivalent combination of education and experience.

Certifications & Licenses:

- A valid state driver's license.

Knowledge, Skills and Abilities:

- Considerable knowledge of recreation philosophy, planning and administration; considerable knowledge of the Equine and Rodeo industry; considerable knowledge of Familiarity with the PRCA, WPRA, AHSRA, AJRA & AJHRA; considerable knowledge of the equipment, facilities, operations and techniques used in a comprehensive community recreation program;
- Skill in operation of listed tools and equipment; Skill in First Aid and CPR.
- Ability to develop, coordinate, and direct varied activities involved in a community recreation program; Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, community leaders, and the general public; Ability to communicate effectively orally and in writing; Ability to plan and supervise the work of paid staff and volunteers.
- Flexible work schedule and ability to work hours as necessary to complete the duties of the position.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, Microsoft Office Suite, and data base software; calculator; copy and fax machine; phone; mobile or portable radio; automobile; various sports equipment used in recreation programs.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, distance vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals.

The noise level in the work environment is usually quiet while in the office, or moderately loud when in the field.

MENTAL ACTIVITIES

Reasoning: Ability to apply common sense understanding to carry out assigned duties. Ability to reason with a diversity of cultures and individuals and difficult conditions and often strong and vocal viewpoints.

Logic: Ability to perform basic skills, including organizational and process management.

Language/Communication: Demonstrable ability to communicate clearly and concisely orally and in writing.

All job descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been included. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance however, should the duties, responsibilities and requirements be interpreted as all-inclusive. Supervisors as deemed appropriate may assign additional functions and requirements.

In accordance with Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodation will be made which may pose serious health or safety risks to the employee or others or which may pose undue hardships on the organization.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the need of the employer and requirements of the job change.

Employee Signature

Date