



City of Tempe

ASSISTANT COMMUNITY EDUCATION COORDINATOR

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	628	<i>Department / Office:</i>	Education, Career and Family Services
<i>Supervision Level:</i>	Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Sr. Recreation Coordinator+
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>Physical:</i>	Yes

Click [here](#) for more job classification information including current salary range.

REPORTING RELATIONSHIPS
Receives direction from an Education, Career and Family Services Supervisor, Community Education Coordinator+, Community Education Specialist or from other supervisory or management staff.
Exercises functional supervision over technical, clerical, part-time, contract and volunteer staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	<p>Two (2) years recreation programming, elementary educational enrichment programming or early childhood education. Facility management experience is preferred.</p> <p><u>When assigned to Kid Zone Nutrition Program:</u></p> <p>Two (2) years nutrition education programming, recreation programming, elementary education enrichment programming or early childhood education. Supervisory experience is preferred. Basic cooking skills preferred. Computer applications from Microsoft Office suite are preferred.</p>
<i>Education:</i>	<p>Equivalent to the completion of an Associate's of Arts degree in recreation administration, elementary education or degree related to the core functions of this position.</p> <p><u>When assigned to Kid Zone Nutrition Program:</u></p> <p>Equivalent to the completion of an Associate's of Arts degree in nutrition, recreation administration, elementary education or degree related to the core functions of this position. Bachelor's degree in nutrition, dietetics exercise science, physiology or related degree is preferred.</p>
<i>License / Certification:</i>	<u>When appropriate to assigned area:</u>

	<ul style="list-style-type: none"> ● Possession of, or required to obtain, an appropriate, valid CPR/AED and First Aid Certificate within 30 days of hire. ● Possession of or required to obtain within thirty (30) days of hire, a fingerprint Clearance Card from State of Arizona. ● Possession of, or required to obtain within six (6) months, an appropriate, valid Food Service Worker’s Card. ● Possession of the appropriate credentials and qualifications to qualify for Site Director as required by the Arizona Department of Health Services Office of Child Care Licensing. ● Possession of a valid driver’s license. <p><u>When assigned to Kid Zone Nutrition Program:</u></p> <ul style="list-style-type: none"> ● Possession of, the appropriate credentials and qualifications for Child Day Care Center Teacher-Caregiver as required by the Arizona Department of Health Services Office of Child Care Licensing.
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ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City’s stated mission and values. To assist and participate in the supervision of daily operations of an Out-of-School time program for children, large recreational facility and/or to coordinate and facilitate special events, instructional classes and/or nutritional education programs.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Assist and participate in the direction of daily operations for a large recreational facility.
- Plan, facilitate and oversee age-appropriate activities for large out of school time programs, including before and after school programs and full-day break camps for summer, fall, winter and spring.
- Supervise, facilitate and oversee scheduled events, instructional classes and programs; oversee the issuance and collection of recreational equipment for an event, class or program; ensure adequate staffing for the event, class, or program.
- Oversee the collection of program site registration forms, waivers and registration fees for special events, instructional classes, and programs.
- Assist and respond to the general public regarding questions, comments or concerns.

- Supervise assigned temporary and voluntary staff; participate in the selection and scheduling of temporary and voluntary staff; provide or coordinate staff, volunteer and contract staff training.
- Mentor assigned program manager sites, to include planning, special events, training and staffing.
- Ensure compliance with DHS and DES regulations and any other applicable licensing agencies; prepare site for accreditation.
- Practice safety drills including lock down, lock out and fire drills.
- Assist and coordinate an on-going site training program for staff.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; assist in preparing and submitting justifications for budget; assist in the monitoring and control of assigned program expenses.
- Prepare program event and facility marketing materials including newsletters, website updates, news releases, flyers, pamphlets and brochures.
- Maintain records and develop reports concerning new or ongoing programs and program effectiveness; maintain records for registrations and fees collected; maintain and file accident reports; prepare statistical reports as required.
- Monitor and inspect the recreational facility as required; secure the facility; assist with the scheduling of facility maintenance.
- Develop survey instruments and implement surveys of program participants and record survey results; implement program changes.
- Coordinate and communicate effectively with City of Tempe employees, school district staff, parents and community organizations.
- Assist with administrative support with duties that may include purchasing, inventory monitoring, preparing reports, filing, phone communications, email communications, utilizing computer software, payroll and other administrative tasks.
- Participate in the Kid Zone Enrichment Program's full-day Fall, Winter, Spring and Summer camps; assist in planning field trips; participate in scheduled field trips.
- Oversee morning program call outs; report and record absences; place appropriate substitute staff at sites.
- Attend training workshops and staff meetings; attending trainings and meetings specific to assigned area.
- Administer first-aid/CPR in an emergency situation.
- Perform related duties as assigned.

When assigned to Kid Zone Nutrition Program:

- Create and maintain partnerships with public school staff to assist them to implement successful nutrition education programs. Create and maintain an incentive program for teachers to gain resources for nutrition education in their classrooms.
- Set up and present at principal/teacher meetings at the schools. Coordinate and teach nutrition and physical activity education in the classroom. Collect information back from school staff re: classes taught.

- Coordinate and oversee nutrition education efforts and activities during before, afterschool and summer programs. Assist in training and motivating site staff in implementing nutrition education. Collect data re: activities and lessons taught.
- Select and present approved Nutrition Education Curriculum to parents, families and/or other community members.
- Supervise, facilitate and oversee scheduled Nutrition special community and/or school events, instructional classes and programs including performing program Life-sized Mascot appearances.; oversee the issuance and collection of supplies and equipment for an event, class or program; ensure adequate staffing for the event, class, or program.
- Implement the DES Food Stamp Adopt an Office Program.
- Maintain cleanliness of work environment assisting in set up and take down of all activities. Some lifting, carrying, and physical work is required.
- Attend Arizona Nutrition Network (AZNN) and other nutrition meetings/trainings.
- Participate in grant application, budget preparation and administration; prepare cost estimates for budget recommendations; assist in preparing and submitting justifications for budget; assist in the monitoring and control of assigned program expenses.
- Ensure compliance with Nutrition grant requirements and DHS and DES regulations.
- Compile information for invoices, monthly and quarterly reports.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY

Effective July 2023