



CLASS TITLE | RECREATION COORDINATOR

PAY GRADE: AT-23 | www.cityoftulsa.org/pay

Effective Date: 03/11/2026

CLASS CODE: 2555

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for coordinating various activities of a recreation center program as outlined in the department's mission statement and other related assigned duties.

ESSENTIAL TASKS:

- Assists in coordinating the center program with the departmental program
- Directs and/or teaches an assigned activity of the center program, including ceramics, arts and crafts, teen/adult activities, sports and other special events
- Performs various clerical duties, including report preparation and record keeping
- Assists recreation center supervisor in leading, training and guiding assigned personnel
- Collects fees and enrolls patrons
- Assembles and disassembles various equipment
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet one of the following criteria:

1. (a) Completion of sixty (60) hours from an accredited college or university; **and**,
(b) Two (2) years' experience relevant to the essential tasks listed in this job description; **or**
2. (a) Graduation from high school or possession of a General Education Development Certificate (GED); **and**,
(b) Four (4) years' experience relevant to the essential tasks listed in this job description

Knowledge, Abilities and Skills:

Knowledge of:

- Good knowledge of the principles and techniques employed in a public recreation program
- Good knowledge of the purposes of centers established to meet the leisure time and recreational needs of community groups
- Good knowledge of the facilities and equipment of organized public recreational programs
- Good knowledge of first aid methods and safety precautions necessary in recreation work

Ability to:

- Organize, and secure the effective cooperation of community groups to determine special recreational needs



CLASS TITLE | RECREATION COORDINATOR

PAY GRADE: AT-23 | www.cityoftulsa.org/pay

Effective Date: 03/11/2026

CLASS CODE: 2555

- Train and lead volunteers and subordinates in recreation work
- Instruct individuals in games, play, or group activities
- Communicate effectively, both verbally and in writing
- Build community partnerships to create programming
- Understand and influence the behavior of internal and external customers in order to achieve job objectives and cause action or understanding

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; carrying up to 20 pounds frequently; occasional lifting up to 50 pounds; occasional pulling up to 50 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, crawling, handling, feeling, climbing, smelling, and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Valid Oklahoma Class "D" Driver License (*some positions*).

WORKING ENVIRONMENT: Working environment is primarily indoors and occasionally outdoors and in inclement weather.

EEO Code: N-02

Group: Cultural, Legal and Sciences

Series: Recreation