



# Human Resources Department

City of Burlington

179 South Winooski Ave, Burlington, Vermont 05401

Voice (802) 865-7145

Fax (802) 864-1777

March 19, 2013

TO: Board of Finance

From: Stephanie Hanker, HR Generalist

Susan Leonard, Human Resources Director

Re: Recommendation – Reclassification and Title Change of 3 Site Coordinators to 3 Recreation Specialists

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The Department of Human Resources respectfully requests and recommends the reclassification and title change of Site Coordinator Grade 14 to Recreation Specialist Grade 15 within the Department of Parks and Recreation.

This position was graded using the modified Willis Classification system, and the salary was appropriately scored as a nonexempt AFSCME Grade 15 (FY13 Salary Range - \$41132.52-\$48964.23). Currently the three staff members are budgeted in the FY13 Personnel Listing at a Grade 14 step 13, \$45,391.00, if approved the salaries would increase to a Grade 15 step 12, \$47789.42. Mr. Bridges has indicated that the funds will be made up through cost savings in the temporary/seasonal budget line item.

Mr. Bridges has determined the updated job descriptions and essential functions correctly reflect the duties now being performed by these employees and correctly reflect the duties and functions needed to run successful programs and partnership with the Burlington School District.

If approved, this proposed change will be effective following City Council approval.

Thank You for your consideration.



## STAFF REPORT

**Date:** March 19, 2013  
**To:** Board of Finance  
**From:** Jesse Bridges, Director of Parks and Recreation  
**RE:** Reclassification Site Coordinators Recreation Division

Over the past 3 years we have been transitioning the former afterschool program and personnel called City Kids to a more expansive model by partnering closely with the Burlington School District, now calling it the Burlington Kids afterschool program. This NEW model was developed with significant community and staff input which led to increased family participation, eliminated duplication of 2 site directors, one being a parks and recreation employee and the other being a Burlington School District employee at 4 school sites: Champlain, C P Smith, Edmunds, and Flynn elementary schools, and has eliminated duplication of services. This change was also brought about to increase program quality by using tenured personnel from Parks and Recreation to mentor and train afterschool staff, and to increase program and event offerings to the community. This new program allows the 3 positions in question to dedicate 40% of their time to the afterschool program, with the other 60% of their time dedicated to increasing and diversifying leisure opportunities for the community. In the coming year we will be dedicating additional time for the recreation specialists to focus on programming for Burlington residents and reexamining our time spent with the afterschool program to provide further focus to their jobs and to the department.

Working with Human Resources and the Recreation staff, a new job description was developed, ranked and reclassified.

Please consider this request of reclassification of the three current Site Coordinator positions GR 14/13 at \$45,391 annual to Recreation Specialist positions GR 15/12 at \$47,789.42 union positions.

We currently have three employees who would be in these reclassified positions to service the afterschool Burlington Kids program and overall recreational needs of our community.

	<u>FY 13 BUDGETED</u>	<u>FY13 AMENDED</u>
101-23-101-245.5000__100 Salaries and Wages Regular, Full Time	\$185,217.00	\$187,015.50
101-23-101-245-5000__115 Salaries and Wages Seasonal and Temp	\$98,222.00	\$96,423.50

This additional \$1,798.50 will be funded through savings in our Seasonal and Temporary Wages due to the Recreation Specialists working instead of season and temp labor.

I request that the position reclassification be approved and \$1,798.50 be transferred as indicated.

**City of Burlington  
Job Description**

**Position Title:** Recreation Specialist

**Department:** Parks and Recreation

**Reports to:** Recreation Coordinator

**Pay Grade:** 15

**Job Code:** 221

**Exempt/Non-Exempt:**

Union: AFSCME

**General Purpose:**

This position is responsible for the planning, designing, organizing, staffing, directing, controlling and evaluating recreation/leisure programming for Burlington Parks.

**Essential Job Functions:**

- Plan, promote and lead leisure educational opportunities for youth, young adults, adults, and families, including for youth during out-of-school time.
- Develop and maintain community partners and coordinate toward enhancing recreation service offerings.
- Support the recruitment, selection, supervision and evaluation of part-time, temporary, and seasonal staff and volunteers for leisure programming for all age segments, including for the Burlington Kids program and out of school camps and programs.
- Develop, coordinate, and lead and monitor staff/volunteer training and orientations as needed for general leisure programming including that for the Burlington Kids afterschool program and out of school camps and programs.
- Coordinate in planning and implementing recreation/leisure delivery, including special event activities, with Burlington School Department within the Burlington Kids program by both site and need.
- Coordinate and plan smaller special events as required.
- Ensure that all programs and activities are in compliance with department safety rules and regulations.
- Ensure school age child care license guidelines procedures are followed and reported appropriately.
- Participate as a member of the Burlington Kids collaborative management team.
- Participate as a member of the Burlington School Department safety committee.
- Coordinate transportation for after school, summer camps, and general leisure programming utilizing contracts, department bus, van and Playmobile and other transportation resources.
- Market programs and activities in accordance with department programs and policies.

- Procure, inventory, and issue supplies, materials, and equipment as needed, ensuring all supplies are available to facilitate quality program offerings.
- Follow city policy for collections of fees and charges for recreation activities and events, and ensure conformance with collaborative policies, guidelines, and practices for Burlington Kids program. .
- Develop, reinforce, and sustain positive working relations with public, private, volunteer and commercial organizations which sponsor or co-sponsor, or otherwise partner for activities and services with the department.
- Prepare and submit reports and records as requested by supervisor.
- Recommend, project and execute budgeted expenditures/revenues.
- Prepare fundraising, sponsorship, and grant applications as needed.
- Establish program goals, objectives and outcomes based upon individual, group and community needs.
- Evaluate participation, attendance, trends, effectiveness and efficiencies of program activities.
- Design procedures and make recommendations to supervisor on effective and efficient use of department and community resources.
- Attend individual and department meetings as required.

**Non-Essential Job Functions:**

- Performs other duties as required

**Qualifications/Basic Job Requirements:**

- Bachelor's Degree in Recreation/Leisure Education Management or closely related field.
- Two years' experience in supervision/administration of Recreation/Leisure Management services in youth programs.
- Ability to obtain and maintain professional certification as CPRP or CTRS from National Recreation and Parks Association within 3 months of hire.
- Knowledge of and experience in the principles and practices of recreation services.
- Well-developed organizational skills to oversee simultaneous programs at various forms of development, implementation, and evaluation.
- Ability to communicate effectively orally and in writing to subordinates and supervisor, partners, and program participants.
- Ability to recruit, guide, develop, motivate and sustain subordinate staff and volunteers.
- Ability to develop and adapt a schedule of services to meet the needs of a diverse population.
- Knowledge of budgetary procedures and practices; experience in same preferred.
- Ability to be a productive member within a strong team environment.
- Ability to work independently.
- Experience in Microsoft Office applications.
- Ability to provide courteous and professional customer service.
- Ability to work evening and weekends hours.

- Ability to obtain and maintain Red Cross CPR and First-Aid Certification within 60 days of hire.
- Successful pass State of Vermont Childcare Criminal Check
- Possession of a valid State of Vermont Driver's License preferred

**Physical & Mental/Reasoning Requirement: Work Environment:**

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee for the position.

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> seeing                               | <input checked="" type="checkbox"/> ability to move distances within and between warehouses/offices | <input checked="" type="checkbox"/> lifting (specify) 50 pounds   |
| <input checked="" type="checkbox"/> color perception (red, green, amber) | <input checked="" type="checkbox"/> climbing  | <input checked="" type="checkbox"/> carrying (specify) 50 pounds  |
| <input checked="" type="checkbox"/> hearing/listening                    | <input checked="" type="checkbox"/> ability to mount and dismount forklift/truck                    | <input checked="" type="checkbox"/> driving (local/over the road) |
| <input type="checkbox"/> clear speech                                    | <input checked="" type="checkbox"/> pushing/pulling   |   |
| <input checked="" type="checkbox"/> touching                             |   |   |
| <input checked="" type="checkbox"/> dexterity                            |   |   |
| <input checked="" type="checkbox"/> hand                                 |   |   |
| <input checked="" type="checkbox"/> finger                               |   |   |
| <input checked="" type="checkbox"/> basic reading                        | <input checked="" type="checkbox"/> math skills - basic   | <input checked="" type="checkbox"/> analysis/comprehension        |
| <input checked="" type="checkbox"/> reading - complex                    | <input type="checkbox"/> math skills - complex  | <input checked="" type="checkbox"/> judgment/decision making      |
| <input checked="" type="checkbox"/> writing - basic                      | <input checked="" type="checkbox"/> clerical  |   |
| <input checked="" type="checkbox"/> writing - complex                    |   |   |
| <input type="checkbox"/> shift work                                      | <input checked="" type="checkbox"/> outside   | <input type="checkbox"/> pressurized equipment                    |
| <input checked="" type="checkbox"/> works alone                          | <input checked="" type="checkbox"/> extreme heat  | <input checked="" type="checkbox"/> moving objects                |
| <input checked="" type="checkbox"/> works with others                    | <input checked="" type="checkbox"/> extreme cold  | <input type="checkbox"/> high places                              |
| <input checked="" type="checkbox"/> verbal contact w/others              | <input type="checkbox"/> noise  | <input checked="" type="checkbox"/> fumes/odors                   |
| <input checked="" type="checkbox"/> face-to-face contact                 | <input type="checkbox"/> mechanical equipment   | <input type="checkbox"/> hazardous materials                      |
| <input checked="" type="checkbox"/> inside                               | <input type="checkbox"/> electrical equipment   | <input checked="" type="checkbox"/> dirt/dust                     |

Supervision:

Directly Supervises: 10 seasonal staff

Indirectly Supervises: 70 seasonal

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified

Approvals:

Department Head: \_\_\_\_\_

Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_

Date: \_\_\_\_\_

Created February 2013

JOB EVALUATION WORKSHEET

Job Title

*Recreation Specialist*

Evaluator

*Stephanie Hanter*

Knowledge & Skills	Mental Demands	Accountability	Working Conditions	Total Points	Shape
<del>100</del> D2*	<del>30</del>	L15	L18	<del>248</del>	15
100	40	40	8		

# Parks and Recreation – Recreation Division

