



**PROGRAM COORDINATOR II
PARKS AND RECREATION/CULTURAL CENTER
JOB DESCRIPTION**

JOB TITLE: Program Coordinator II	CLASSIFICATION: Service/Maintenance	IMMEDIATE SUPERVISOR: Program Supervisor, Asst P&R Director, Events & Facility Manager
PAY GRADE: 112	DEPT: 7200/7210/7220 Parks/Recreation Center/CC	STATUS: <u>FT</u> or PT EXEMPT <u>NON-EXEMPT</u> BARG UNIT <u>NON-BARG UNIT</u>

JOB SUMMARY: Assists the Events & Facility Manager with programs, facility maintenance and managing staff, including but not limited to facility attendants and custodians. Interacts with the general public, vendors, caterers and third party companies. Assists with community events.

SUPERVISION EXERCISED: Responsible for supervising general staff including but not limited to: Facility Attendants, custodians as well as the facility in the absence of the Facility Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists with daily program and activities.
- Greets and provides information to the general public as they enter the facility.
- Takes facility reservations
- Plans, initiates and organizes regularly scheduled activities and Community Events .
- Ensures the safety and well-being of participants and staff involved in the activities or program.
- Reports unsafe conditions immediately to the Facility Manager and assists with reducing safety hazards to participants.
- Responsible for proper handling of supplies and funds.
- Completes Village accident/incident reports and other reports or administrative memoranda associated with the program/facility in a timely manner.
- Responsible for conduct of participants and staff; assists with discipline.
- Participates in team approach to department tasks, responds to management directives, follows professional protocol and coordinates work with other department staff as needed. Responsible for securing equipment and facilities.

OTHER DUTIES:

- Performs other related duties as required.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- High School Diploma

- Prefer Bachelor's degree in Recreation/Leisure Services, hospitality, public administration, public relations or related field.
- Prefer at least four (4) years of experience in public relations, recreation, marketing, personnel management or related field;
- Any related combination of education and experience.

Knowledge, Skills and Abilities:

- Some knowledge of the basic principles and practices of recreation or a related field.
- Ability to participate in a team approach to management; ability to follow directives and professional protocol.
- Ability to recognize safety hazards, and when found ability to reduce such hazards.
- Ability to take responsibility for a wide variety of tasks; ability to organize projects and meet deadlines.
- Ability to supervise others in a responsible and effective manner.
- Ability to effectively communicate orally and in writing.
- Ability to make decisions.
- Ability to maintain effective working relationships with other employees, and the general public.
- Is flexible and has the ability to manage conflict, change and last minute issues.
- Computer skills in Microsoft office

SPECIAL REQUIREMENTS:

- Valid Florida State driver's license, or ability to obtain one; No more than two (2) moving violations within the last 12 month period; No more than six (6) violation points on your license within the last 24 months.

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.

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

The employee must regularly lift and/or move up to 20 pounds, frequently lift and/or move up to 40 pounds, and occasionally lift and/or move up to 50 pounds dead weight with knees extended and bending from the waist. Objects may include tables, chairs, podiums, benches, and other equipment. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and ability to adjust focus. In addition, the employee must be able to rotate neck frequently, extend arms overhead frequently, and turn completely around from fixed stance.

TOOLS & EQUIPMENT USED:

Custodial and general facilities maintenance materials and equipment, motor vehicle, telephone, computer, other items commonly used in the department programs, activities and events.

ENVIRONMENTAL CONDITIONS:

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 frequently works in outside weather conditions, and is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals, such as cleaning chemicals. The noise level in the work environment is moderately noisy to loud occasionally for certain programs, activities and events.

SELECTION GUIDELINES:

Formal application, evaluation of education, training and experience; oral interview and reference check, DMV check, background, Level II when needed, criminal check, job related tests may be required. The Village is a Drug Free Workplace and an Equal Opportunity Employer.

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.

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

JOB HISTORY

Created: 11-28-18