

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



JOB TITLE: Program Coordinator	CLASSIFICATION: Service/Maintenance	IMMEDIATE SUPERVISOR: Program Supervisor and/or Community & Cultural Events Superintendent
PAY GRADE: 103	DEPT: Recreation Center/Cultural Center	STATUS: FT <u>PT</u> EXEMPT <u>NON-EXEMPT</u> BARG UNIT <u>NON-BARG UNIT</u>

JOB SUMMARY: Assists with managing department programs, facilities and other staff, including but not limited to campers as a senior camp counselor or athletic program leaders, or senior programs. Interacts with program participants, coaches, parents, vendors, and third party companies.

SUPERVISION EXERCISED: Responsible for supervising camp, athletic, or senior programs, including the direct supervision and security of the participants.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists with daily activities.
- Plans, initiates and organizes regularly scheduled activities and special programs.
- Ensures the safety and well-being of participants and staff involved in the activities or program.
- Gathers equipment needed for a program; checks equipment for safe operation. Distributes equipment to the coaches, participants and officials.
- Reports unsafe conditions immediately to supervisor 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 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 locking up and security of equipment, buildings and recreation fields.
- Responsible for checking the maintenance of the recreation fields for holes, equipment safety prior to the activity and report any issues or concerns.

Summer Camp Counselors

- Transports campers to and from camp by scheduling a certified driver.
- Oversees camp activities and schedules vendors
- Responsible for the safety and oversight of all the children in their care

Senior Services Coordinator

- Assists with daily Senior activities. Plans, organizes and follows up with other staff members or vendors to plan events for Seniors.
- Schedules transportation for outside activities.
- Maintains a professional relationship with caregivers.

OTHER DUTIES:

- Performs other related duties as required.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- High school diploma or equivalent,
- For Camp - Prefer experience as day camp counselor, and
- For Senior Services – Prefer minimum three (3) years experience in programming Senior Services.
- Any related combination of training 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.

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, finger, and arms. The employee is frequently required to

climb, walk up and down staircases, balance, stoop, kneel, crouch, or crawl, talk and hear.

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 regularly works in outside weather conditions, and is frequently exposed to wet and/or humid conditions, toxic or caustic chemicals, fumes, vibration, dust, pollen, airborne particles, rain, traffic hazards, bright/dim light and temperature extremes. 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, 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

Revised: 07-23-07

Revised: 08-27-13

Revised: 11-5-15
Revised: 04-03-17