

## **POSITION DESCRIPTION**

Class Title: Community Program Coordinator

Department: Parks and Recreation

Worker's Comp Group No.: 054

Date: September 2001

### **GENERAL PURPOSE**

Plan, coordinate, implement and oversee youth activities, adult and senior adult programs, outdoor programs, Crystal Springs Recreation Area, and specials events. The Community Program Coordinator also directly supervises the indoor Climbing wall and Teen Center Work involves an exceptional amount of public contact and requires a great deal of tact and diplomacy. This position also requires partnering and working with outside agencies.

Work also includes assisting with a variety of administrative duties such as typing, filing, copying, mailing, answering the telephone, meeting visitors, and dispensing information. Performs receptionist and clerical procedures, incidental to the operation of the Department of Parks and Recreation. Performance is reviewed through observation and results obtained.

### **SUPERVISION RECEIVED**

Work under the direct supervision of the Director of Parks and Recreation and works on all reports, programs and citizen concerns.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Plans, coordinates, implements, supervises and evaluates youth and teen activities other than athletics such as after-school program, summer activities, outdoor education programs, special events, arts and crafts, holiday events, and more.

Coordinate, implement, supervise and evaluate youth and teen activities, adult and senior adult activities such as athletic programs, trips, classes, outdoor education programs, special interest programs, and more.

Organizes, supervises, and evaluates holiday events, special events and community activities.

Develops flyers, brochures and other program publicity needed for department programs and activities.

Inventories and recommends purchase of equipment needed for programs.

In the absence of the office assistant, provides (team) support by answering the phone, greeting visitors, and providing information. Performs clerical duties as needed. Composes press releases; duplicates and distributes material.

Maintains records of participants in programs; completes program records and reports; distributes and maintains information for department volunteers.

Prepares and maintains an accurate annual budget. Prepares and maintains payroll for all program instructors.

Meets with individuals for scheduling of department facilities, completes application forms, provides tour of facility, provides accurate information concerning policies, collects and receipts fees.

Uses a Computer for Microsoft Office and database such as, or equivalent; uses Microsoft Publisher and Photoshop to create flyers, brochures and other information.

Distributes information verbally and in-person; prepares mailings.

Performs related work as required.

### **SPECIAL REQUIREMENTS**

Required training and/or certifications will be paid for by the Town.

### **PERIPHERAL DUTIES**

This work sometimes requires traveling to the Town Office and media establishments, setting up meeting rooms, and performing cleaning or maintenance duties.

### **DESIRED MINIMUM QUALIFICATIONS**

#### ***Education and Experience:***

A. Graduation from a college or university with a bachelor's degree in recreation or a closely related field; and

B. Five years of related experience in the development and implementation of programs; or

C. Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.

#### ***Necessary Knowledge, Skills, and Abilities:***

Ability to meet and deal effectively with the public and fellow employees in a pleasing manner; ability to handle stressful situations; ability to follow directions and implement policies.

Ability to operate a word processor and desktop publishing.

Knowledge of the principles surrounding recreation planning, organization, marketing, and implementation. Extensive skills and creativity in the areas of programming.

Ability to effectively and efficiently handle multiple projects and deadlines.

## **TOOLS AND EQUIPMENT USED**

Telephone; personal computer, database, desktop publishing, and scheduler; copy machine; FAX machine; portable or mobile radio, digital camera; camera; laminator; video camera, portable sounds systems, audio and visual systems, multiple gaming systems, DVD and television.

## **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 sit and talk or hear. The employee is often required to be mobile to show rooms or spaces to potential users and when supervising programs; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

## **WORK ENVIRONMENT**

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.

The noise level in the work environment is usually quiet in the office and moderately loud during programs.

## **SELECTION GUIDELINES**

Formal application; rating of education and experience; oral interview; reference and criminal background investigation; driving records; job related tests may be required.

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.

Approval: \_\_\_\_\_ Approval: \_\_\_\_\_  
Supervisor Appointing Authority

Effective Date: \_\_\_\_\_ Revision History: September 17, 2013