

Position Description	
Position: Program Coordinator	AFSCME Union
Department/Site: Parks & Recreation / Pool	FLSA: Non-Exempt
Evaluated by: Aquatic and Recreation Manager	Salary Grade: 29

Classification Summary

Under general direction, develops, plans, organizes, coordinates, and supervises community and recreation programs for a wide range of activities for adults, seniors and school age children for the aquatic and recreation facility, the community center, parks, and more. This position may provide technical staff assistance in the field of community and recreation programming and may require to work nights, weekends, and certain holidays on occasion.

Incumbents of the classification may be assigned to a particular program (for example, Recreation or Aquatics) with unique activities related to that program.

Distinguishing Characteristics

This position is responsible for the coordination of a variety of recreational programs and responsible for the development, planning, evaluation, and participating in the day-to-day operations. The incumbent works within a framework of established program guidelines and is expected to perform the full range of recreation activity skills including organizing, coordinating, and participating in activities and monitoring program effectiveness. Adequate performance at this level requires knowledge of departmental procedures and the ability to choose among several alternatives in solving routine challenges.

Typical Duties and Responsibilities

The list of duties is a representative sample of the work appropriate to this class and does not include all the duties or specific tasks that may be assigned to a particular position. The incumbent may perform a combination of some or all the following duties:

- Develop, organize, implement, participate, and evaluate a variety of recreation programs and activities, including special events and reservations of multiple facilities and park sites.
- Lead, direct, and evaluates assigned staff, volunteers, and other workers. Facilitate hiring, evaluation, and conduct training of on-call staff and volunteers when appropriate to ensure well run and safe activities.
- Establish schedules, facility availability, and methods for providing recreation services, identify resource needs, review needs with appropriate management staff, and allocate resources accordingly that optimize use of staff and inclusion of the community.
- Assess community needs and interests. Organize, promote, implement, and evaluate programs.
- Assist with advertising events and activities through a variety of media including website management, social media and email as well as actively seek participants. Participate in the

development of the facility's publicity by writing brief course descriptions, news articles and flyers for assigned program areas.

- Maintain inventory of equipment, supplies, and materials; ensure availability of adequate supplies and materials to conduct programs/activities; initiate orders/requests for new/replacement items; conduct periodic inventory counts; coordinate maintenance, repair, and replacement of equipment.
- Purchase materials, equipment, and supplies according to established policy and procedures and maintenance inventories of equipment and supplies.
- Plan, organize, and present fundraising activities that support and supplements funding for special programs. Establish themes and outcomes for activities. Organize and sequence activities such as mailings, registration, services, and more.
- Participate in the budget development process. Prepare recommendations for programs, events, and hours of operation. Estimate revenues and participation.
- Maintain accurate attendance records. Collect and accounts for fees from classes and events. Prepare reports and other administrative communications.
- Promote, organize, and stimulate good relationships with neighborhood and community groups and other agencies; interpret and explain City programs and philosophies to groups and individuals, community resources, committees, staff, and volunteers.
- Monitor and review trends in recreation programs and technology advancements and recommend improvements in programs and/or processes. Maintain systems for tracking demographics, course development, vendor information, consumer files and class information.
- Work with other City departments in volunteer recruitment, training and retention.
- Maintain professional and effective working relationships by providing exceptional customer service.
- Performs other duties assigned that support the overall objective of the department.

Minimum Qualifications

Knowledge of

- Recreation programming, principles, practices, and techniques including identifying program demand and trends.
- Steps involved in setting up programs, fundraising events, education, and citywide special events.
- Hiring and volunteer recruitment strategies and conducting staff and team meetings and trainings.

- Safety standards and requirements applicable to leading individuals in recreational activity.

Skills and Abilities to:

- Write course descriptions and promotional materials.
- Communicate and convey concepts and conduct training and use courtesy when working with others.
- Prepare cost summaries and statistics.
- Identify and pursue sources of funding and referral to other agencies.
- Select, schedule, promote, and coordinate programs and special events.
- Select, supervise, train, organize, and review the work of subordinate staff.
- Apply pertinent laws, regulations and city policies and procedures governing senior activities, personnel, and funding.
- Prepare professional reports, communications, and correspondence suitable for external distribution.
- Be a member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City.

Education, Training, and Experience

A typical way to obtain the required knowledge and abilities would be to obtain a Bachelor's degree in Recreation Management, Education, or Public Administration or a closely related field and three (3) years of recreation and/or programming experience in assigned area of responsibility including one (1) year of leadership experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Other Requirements

- Must pass a criminal background check and pre-employment drug screen.
- Possession of a valid and appropriate Oregon driver's license.
- Must have, or obtain within 30 days of hire, Professional Rescuer CPR/AED, and First Aid Certifications.
- Aquatics requirement - Certified Pool Operator (CPO) within first 6 months of employment.
- Aquatics requirement - Lifeguard Instructor within first 6 months of employment.

Working conditions/Physical and Mental Demands

Requires the ability to stand for extended periods of time, walk up to 400 yards, and manipulate (lift, carry, move) light to heavy weights of up to 25 pounds occasionally. Requires the ability to push, pull, and guide materials over 25 pounds. Requires auditory ability to hear machinery sounds and alarms. Requires speaking ability to carry on ordinary conversations. Requires the ability to work in high temperature conditions. Work is performed indoors and outdoors with some health and safety considerations.

This job/class description describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.