

## **JOB DESCRIPTION**

**TITLE:** Program Coordinator

**DEPARTMENT:** Parks & Recreation

**THIS POSITION REPORTS TO AND IS SUPERVISED BY:** Assistant Parks & Recreation Director

**THIS POSITION HAS AUTHORITY OVER AND SUPERVISES:** Volunteers, part-time staff and contracted instructors.

### **GENERAL DEFINITION OF POSITION:**

Coordination of public recreation classes, programs and community center services. Varies from hands on program leadership to general supervisor of camps, services and programs. Supervises community center during nights and weekends. Works closely with the Assistant Parks & Recreation Director and other area staff to achieve overall department goals. Exercises a considerable amount of judgement to carry out work assignments independently.

### **ESSENTIAL JOB FUNCTIONS:**

- Creates, supervises, and implements recreation and instructional classes, camps, and programs.
- Plans, schedules and promotes recreational activities with community center staff.
- Develops and staffs department special events
- Supervises community center during nights and weekends
- Complies metrics for budgeting and tracks participations
- Selects and schedules contractors to provide recreation programs
- Coordinates purchasing of supplies for recreation programming area activities
- Manages specialty camps, summer day camps, school break activities, and activities for your youth.
- Trains part-time programs staff
- Supervises/assists with center services, such as vending area, parties, rentals, front desk, etc

### **MINIMUM REQUIREMENTS TO HOLD THIS POSITION:**

- Bachelors' degree in recreation or other related area of study.
- Approximately two (2) years of progressive experience in recreation program management.
- Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.
- Certified Parks and Recreation Professional preferred.

### **REQUIRED SKILLS AND ABILITIES:**

- High level of enthusiasm and energy to market and lead programs.
- Basic recreation programming and leadership knowledge and delivery.
- Diplomacy and tact to deal with the public and key staff members.
- Ability to speak and address large groups including program participants.
- Proficiency in computer programs and social media.
- Basic knowledge of sporting goods and recreation equipment.

### **REQUIRED LICENSES/CERTIFICATES/REGISTRATIONS:**

- Valid Pennsylvania drivers' license, CPR, AED, and First Aid.
- Valid Pennsylvania Child Protectives Services Law clearances

**WORK SCHEDULE:** Requires scheduled nights and weekends; schedule may rotate seasonally

# PHYSICAL DEMANDS OF JOB

**JOB TITLE: Program Coordinator**

NOTE: In terms of a seven (7) hour workday:

"Never" equals less than 1%; "Occasionally" equals 1% to 33%; "Frequently" equals 34% to 66%; "Continuously" equals 67% to 100% of the time. Reasonable accommodations that do not cause an undue hardship will be made as required by state and federal law.

I. In a 7 hour workday, this job requires the physical ability to:

TOTAL AT ONE TIME

- A) Sit 1 hour
- B) Stand 3 hours
- C) Walk 3 hours

TOTAL DURING AN ENTIRE 7 HOUR WORK DAY

- A) Sit 1 hour
- B) Stand 3 hours
- C) Walk 3 hours

IIA. Job requires the physical ability to LIFT:

|  | NEVER | OCCASIONALLY | FREQUENTLY | CONTINUOUSLY |
|--|-------|--------------|------------|--------------|
| A) Up to 10 Pounds                     |       |              | X          |              |
| B) 11-20 Pounds                        |       |              | X          |              |
| C) 21-30 Pounds                        |       |              | X          |              |
| D) 31-40 Pounds                        |       |              | X          |              |
| E) 41-50 Pounds                        |       |              | X          |              |
| F) 51-100 Pounds                       |       |              | X          |              |
| G) 100-200 Pounds<br>(with assistance) |       | X            |            |              |

IIB. Job requires the physical ability to CARRY:

|  |  |   |   |  |
|--|--|---|---|--|
| A) Up to 10 Pounds                     |  |   | X |  |
| B) 11-20 Pounds                        |  |   | X |  |
| C) 21-30 Pounds                        |  |   | X |  |
| D) 31-40 Pounds                        |  |   | X |  |
| E) 41-50 Pounds                        |  |   |   |  |
| F) 51-100 Pounds                       |  |   | X |  |
| G) 100-200 Pounds<br>(with assistance) |  | X |   |  |

III. Job requires the physical ability to use hands for repetitive actions such as:

|          | SIMPLE GRASPING |  | PUSHING & PULLING<br>OF ARM CONTROLS | FINE<br>MANIPULATION |
|----------|-----------------|--|--------------------------------------|----------------------|
| A) Right | Yes             |  | Yes                                  | Yes                  |
| B) Left  | Yes             |  | Yes                                  | Yes                  |

IV. Job requires the physical ability to use feet for repetitive movements as in pushing and pulling of leg controls:

|  | RIGHT | LEFT | BOTH |
|--|-------|------|------|
|  | Yes   | Yes  | Yes  |

V. Job requires the physical ability to function in activities involving:

|  | NEVER | OCCASIONALLY | FREQUENTLY | CONTINUOUSLY |
|--|-------|--------------|------------|--------------|
| A) Bending   |       |              | X          |              |
| B) Squatting   |       |              | X          |              |
| C) Crawling  |       |              | X          |              |
| D) Climbing  |       |              | X          |              |
| E) Reaching  |       |              | X          |              |
| F) Driving a vehicle                                       |       | X            |            |              |
| G) Unprotected heights                                     |       | X            |            |              |
| H) Working around moving machinery                         |       |              | X          |              |
| I) Exposure to marked changes in<br>temperature & humidity |       |              |            | X            |
| J) Exposure to dust, fumes & gases                         |       |              |            | X            |