

# **TOWN OF JAMESTOWN POSITION DESCRIPTION**

## **Class Title: Program Coordinator**

### **NATURE OF WORK**

Under the direct supervision of the Parks & Recreation Director, this position is responsible for the effective planning, coordination, supervision, delivery and evaluation of comprehensive year-round, seasonal and special recreational activities and programs. To develop, manage, implement and evaluate Teen Center programming, youth and adult programs, youth and adult sport leagues and programming, summer camp, and other various program and seasonal event related tasks. He/she uses considerable independent judgment while carrying out duties under minimum supervision.

The position is a non-union managerial position and is appointed by the Town Administrator.

### **SUPERVISION RECEIVED**

This is a year-round position under the general guidance and direction of the Parks & Recreation Director.

### **SUPERVISION EXERCISED**

Supervision is exercised over a varying number of Part-time/Seasonal Recreation and Parks Division staff.

### **ESSENTIAL DUTIES AND REPSONSIBILITIES**

- Develops schedules, directs and evaluates diversified recreational, cultural and educational programs;
- Responds to calls from the public regarding general recreation inquiries, program details, and public recreation events;
- Meets with individuals, community groups, school personnel and advisory groups to assure that programs and activities are meeting the needs of the community;
- Reviews and evaluates the success of programs and makes recommendations for continuation or cancellation;
- Recruits, recommends for hire, trains, supervises, evaluates and disciplines part-time, seasonal, independent contractors and volunteers;
- Select, train, motivate and evaluate personnel; provide and coordinate staff training, evaluate employee performance, work with staff to correct deficiencies;
- Works with independent contractors on class schedules and offerings;
- Responsible for budget development, monitoring of revenues/expenditures for assigned programs including purchasing materials and supplies;
- Prepares statistical, budget and narrative reports;
- Responsible for program registrations, rosters and mailings as needed;
- Prepares grant applications and sponsorship request to enhance recreation programs;
- Reviews program areas, implements changes or new programs to meet recreational needs of the Marketing and promotion of programs through creation of seasonal brochures, press releases, flyers, pamphlets and all public relations materials.

### **DESIRED MINIMUM QUALIFICATIONS**

#### Education and Experience

Bachelor's degree in Parks and Recreation Administration, Sports Management or education in the field or a related field and/or three (3) years of progressively responsible experience in the administration of parks and recreation programs or in a business or field of expertise directly related to providing parks and recreation service delivery. One to three of which were in a supervisory capacity or equivalent combination of education and experience, is preferred.

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### Required Qualifications:

Certified at the Professional level (CPRP) with the National Recreation and Park Association or have the ability to qualify within 1 year of employment, is preferred.

Requires a valid driver's license or ability to obtain one prior to employment.

### **KNOWLEDGE, ABILITIES AND SKILLS**

- Thorough knowledge of the principles and practices of modern parks and recreation programs. Knowledge of community recreation needs and resources.
- Ability to communicate with exceptional verbal and written communication skills, orally and in writing, with employees, consultants, other governmental agency representatives, Town officials and the general public.
- Proficiency in Microsoft Office software (Word, Excel, etc.) and general computer skills.
- Must possess exceptional organizational skills.
- Must be able to work, at times in confidential work environment.
- Ability to drive a motor vehicle.

### **PERIPHERAL DUTIES**

Represents department at meetings and with other committees and task forces as assigned. Maintains a liaison role with other department's as well as state, local and other public officials. Assists staff in the performance of their duties as required. May be required to physically set up programs. Evening and weekend hours may be required.

### **TOOLS and EQUIPMENT USED**

Personal computer including word processing, spreadsheet and data base applications;  
Motor vehicle;  
One line or multi-line phone system and cell phone;  
Fax, copy and other modern office machines;  
Base radio and portable radio.

### **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.

Most work is performed in an office setting. Some outdoor work is required in the inspection of various park and recreation projects and major outdoor events. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to operate, find, handle or feel objects, tools or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

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### PHYSICAL ENVIRONMENT/WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job, and which are normally found in an office setting. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

The noise level in the work environment is usually moderately quiet and occasionally loud in indoor/outside conditions.

### SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview(s) and reference checks; job related tests may be required. The selection will be made by the Town Administrator based on a recommendation from the Department Director.

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 to 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.

**Approved:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Effective Date:** \_\_\_\_\_ **Revision History:** \_\_\_\_\_