

PROGRAM COORDINATOR

DEFINITION

Under direction, to develop, organize and manage one recreation program area that could include recreational/instructional contract classes, youth and adult sports, day camps or other programs as determined. Perform a variety of technical tasks related to assigned program area and participate in the recruitment and training of part-time staff.

EXAMPLES OF DUTIES

Administer one recreation program area and assist as needed with a variety of programs; schedule and supervise staff; receive and review proposals for assigned area of responsibility and make recommendations to the Manager/Supervisor for programs to be offered; prepare contracts for instructors or special services; maintain records and prepare reports; prepare fliers and newsletters; interface with school site personnel; evaluate methods and techniques used by staff and volunteers; meet with instructors, business owners and community members; assist in the coordination of facilities' use as it relates to program area; assist in the preparation of a program budget; perform other duties as required.

QUALIFICATIONS

Knowledge of

Recreational programming; class contract preparation; development, organization, implementation and evaluation of one recreation program area; program budgeting methods and procedures; recruitment strategies; training and motivation techniques used for job improvement; experience with personal computers preferred; and first aid and safety.

Ability to

Plan, organize and manage one program area; supervise, organize and review the work of staff, volunteers and/or contract instructors; communicate effectively; keep and maintain necessary records; interview and hire contract instructors as well as staff; prepare concise, clear reports, both orally and in writing; plan, recommend and administer program operating budget; interpret and apply District and Department policies and procedures.

Experience

Two years of full-time experience in recreation administration or a major program area.

Education

Completion of one year of college coursework. Experience, in addition to the two years experience required, may be substituted for the required education on a year for year basis.

Physical Performance Requirements

Frequent sitting, standing or walking much of the time with some bending, stooping, squatting and twisting. Lifting of program supplies and other work related materials occasionally involved. Weight of materials will vary, but generally will be of less than thirty pounds.

Licenses

Possession of a valid and appropriate California Driver's License, if required.

Board Approved: March 14, 2000
Revised: June 22, 2005
Revised and Approved: February 14, 2012