

**CITY OF CONCORD
CLASS SPECIFICATION**

CLASS TITLE: PROGRAM COORDINATOR
DEPARTMENT: PARKS AND RECREATION
REPORTS TO: RECREATION SUPERVISOR

DATE: 07/13

JOB SUMMARY:

Assists in the planning, organizing, implementing, and evaluating of recreation programs, summer camps, and special programming. Involved in the Supervision of the Heights Community Center temporary staff. Creates and supervises recreational programs and camps, monitoring all specialty camp operations and youth basketball/soccer leagues. Assists in seasonal staff and volunteer training. Manages information using RecTrac- a registration program and facilitates creation of the Parks and Recreation monthly television program.

ESSENTIAL JOB FUNCTIONS:

Independently coordinates, supervises, and administers recreation programs for the city, including scheduling, creating, and managing short- and long-term goals and developing work objectives.

Trains, supervises, and coaches, staff and volunteers; creates and enforces work schedules; reviews and signs time sheets and attendance sheets; meets with supervisor as needed; establishes and implements rules and procedures; works with other department staff and community organizations to develop partnerships and maintain positive and effective working relationships.

Plans, supervises, and manages sports leagues; recruits, selects, and trains volunteers for sports leagues; conducts and plans seasonal training opportunities for volunteers; assigns players to teams; coordinates practices; creates game schedules; coordinates officials; purchases necessary supplies and equipment; addresses and resolves problems and complaints.

Assists, plans, organizes, implements and evaluates special recreation programming like the Summer Music Series, the July Fourth Celebration, and the annual River Jamboree.

Coordinates and supervises temporary staff associated with the operation of the new Heights Community Center.

Represents the department at community meetings and events; provides customer service to the public and other city departments; performs the duties of staff liaison to the Recreation and Parks Advisory Committee. Strives to establish positive public relations for the Parks and Recreation department.

Coordinates and creates seasonal brochures and publications for promotion of the summer camps and programs; works with department staff to create and enforce deadlines; organizes and develop programs and activities for the seasonal brochures; assists in developing one television program monthly.

Prepares reports, memos, and correspondence concerning area of responsibility to include compiling feedback from camp and program surveys and reporting on findings for improvements.

Ensures paperwork is completed in a timely matter to include contracts for service, maintenance/facility reports, accident reports and disciplinary reports.

Provides information, advice, feedback, or assistance to others within the department to refine work outputs or resolve problems.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Recreational Equipment	Computer	Vehicle	Specialized Computer Software
Telephone	Cell Phone	Fax	Photocopier

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Associate's degree from a two-year college in recreation, recreation and parks management, business management or a related field; and, at least four years of progressively responsible related experience; or, any combination of education, training and experience which provides the knowledge, skills and abilities required for the job.

Licenses and Certifications:

New Hampshire Valid Driver's License

American Red Cross First Aid\Infant and Child CPR

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Personnel management, including supervision and training.

Principles and practices of recreational and special events management, including operation and maintenance of associated equipment and facilities.

Current literature and sources of information, trends, and developments affecting recreation administration and programming.

Setting up and managing sport leagues and youth development.

Federal, state, and city laws, including ADA, OSHA, and Life Safety.

Computer applications related to the work.

Skill in:

The use of computer software (Microsoft products), including highly specialized publishing software (In Design).

Managing of employees that are diverse in experience

Communicating clearly and effectively both orally and in writing.

Giving direction and gaining compliance from subordinates.

Establishing and maintaining work relationships with officials from local, state, federal, and private sectors.

Using tact, discretion, initiative, and independent judgment.

Identifying and planning short- and long-term goals.

Working in stressful conditions.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Applying logical thinking to solve problems or accomplish tasks and to understand, interpret, and communicate complicated policies, procedures, and protocols.

Preparing clear and concise reports, correspondence, and other written materials.

Mental and Physical Abilities to:

Read and interpret documents such as safety rules, operation and maintenance instructions, and procedure manuals.

Write reports and correspondence.

Speak effectively before public groups and respond to questions.

Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Interpret a variety of instructions in written, oral, diagram, or schedule form.

Define problems, collect data, establish facts, and draw valid conclusions.

While performing the essential functions of this job, the employee is frequently required to stand, walk, sit, reach with hands and arms, stoop, kneel, crouch, crawl, talk, hear, lift and/or move up to 25 pounds, and use hands to finger, handle, or feel.

While performing the essential functions of this job, the employee is occasionally required to lift and/or move up to 50 pounds.

Working Conditions:

While performing the essential functions of this position, the employee is occasionally exposed to outdoor weather conditions. The incumbent's working conditions are typically loud.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.