

City of Concord Parks and Recreation Department

WE ARE SERIOUS ABOUT FUN

JOB DESCRIPTION

TITLE: PROGRAM COORDINATOR

OVERVIEW: Concord Parks and Recreation Department is looking for an outgoing, enthusiastic and energetic person to fill a part time Program Coordinator position. The position is responsible for assisting in the planning, organizing, implementing, and evaluating very successful recreation programs, summer camps and special events for the department. Duties to include creating and supervising recreational programs and camps, monitoring all specialty camp operations and youth basketball/soccer leagues; assist in seasonal staff/volunteer trainings. Incumbent will manage information using RecTrac - a registration program and assist in creating Department's monthly TV Show.

QUALIFICATIONS: Associates Degree in Recreation Management or closely related field and at least 2 years of related experience; combination of education and experience will be considered. Candidates enrolled in a Recreation/Sports Management degree program will be considered based upon course curriculum and experience. Applicants must have current Red Cross First Aid and Infant & Child CPR. First Aid and CPR Instructor Certificate is desired but not required. All applicants 18 years of age and older will be required to pass a Criminal Background Check.

RESPONSIBILITIES:

- Works under the general supervision of the Recreation Supervisor.
- Ability to assist the Recreation Supervisor with creating new and continued planning of current programs/camps, assist in directing, and supervising an extensive summer camps and recreational programs which serve thousands children each year.
- Assist in organizing, planning and supervising special events throughout the city including our Summer Music Series, July 4 celebration and annual River Jamboree.
- Assist with promoting camps and programs though press releases, posters and other marketing resources.
- Assist with the gathering of camp/program surveys, compiling results and preparing reports on findings
- Ensures all required paperwork is completed in a timely manner such as contracts, time sheets, attendance reports and maintenance reports.
- Follows established procedures regarding accidents, discipline or facility problems.
- Follows and enforces department rules and regulations.
- Strives to establish positive public relations for the Recreation Department and the City of Concord.
- May be required to lift items that weigh more than 25 lbs.

WORK HOURS: Due to programming and event supervision, hours may change on a weekly basis and may include evening and weekend hours. Normal work week will be 20 hours during the months of September to May and then 40 hours for the months of June through August.