

JOB DESCRIPTION



SEASONAL PROGRAM COORDINATOR

DEFINITION

Under general direction of the Recreation Supervisor, to coordinate and manage various youth and adult recreation programs; assist in organization, promotion and coordination of special events and activities; and to perform related duties as assigned in an innovative and professional environment.

EXAMPLES OF DUTIES:

These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title. **(E) Essential Duty; (M) Major Portion of Time**

- Lead the planning, promoting, implementing, supervising, and coordinating of aquatic programs, day camp, ice rink, and special events. (E, M)
- proficiently operates computer and software programs in the design, preparation, and distribution of Community Services publicity, including press releases, flyers, and printed schedules. (E, M)
- Promotes interest and participation in sports and recreation through public relations, social media and informational programs. (E)
- Assists in administration of the youth and adult sports and recreation classes, including processing registration forms and accepting fees. (E-M)
- Lead in recruitment, selection, training and supervision of seasonal personnel. (E, M)
- Plans work, schedules, and trains assigned staff. (E, M)
- Responds to citizen inquiries and requests for information. (E)
- Assists in coordinating ice rink, day camp, aquatic facility and special activities with other City departments and divisions, and with outside agencies. (E, M)
- Actively researches new programs and sponsors, and develops ways to contact and obtain the appropriate instructors and assistants. (E, M)
- Orders supplies and maintains inventory. (E)
- Assists in the implementation of the Summer Concert Series, Ukiah Country Pumpkinfest and other Community Services programs and activities as assigned. (E)
- Speaks before community groups.
- Works flexible hours, including weekends, evenings, and holidays. (E)
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, procedures, and requirements used in developing and administering a coordinated community recreation program adapted to the particular needs of the community, including youth and cultural activities.
- Modern office procedures, methods, and computer equipment.
- Business letter writing and basic report preparation.
- Recent developments, current literature, and sources of information related to leisure services planning and administration.
- Public relations principles and techniques.

Ability to:

- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative relationships with the general public and those contacted in the course of work.
- Properly interpret and make decisions in accordance with laws, regulations, and policies.
- Work well independently.
- Work well in a fast-paced, often hectic environment, and meet established deadlines.
- Generate support and enthusiasm of leaders, participants, groups, and agencies in recreation programs.
- Direct and implement recreation programs suited to the needs of the community.
- Perform responsible and difficult work involving the use of independent judgment and personal initiative.
- Coordinate and compile information and statistics into complete, clear, and concise records and reports.
- Operate and use a computer and appropriate software programs for long periods of time.
- Provide support for senior Recreation staff.
- Lift 50 pounds.
- Work flexible hours and weekends.

Experience and Education:

Any combination of education and experience that is equivalent to graduation from high school. Work experience and/or college course work in recreation or related field preferred. Experience with PC based applications including Word, Excel, internet browsers and PhotoShop desktop publishing program preferred.

Necessary Special Requirements:

- Possession of a valid Class C California Driver's license.
- Possession of a valid CPR for infant, child and adult certificate
- Possession of a valid First Aid certificate
- Possession of a valid Lifeguarding certificate
- Possession of a valid Water Safety Instructor certificate
- CPR/First Aid Instructor for infant, child and adult and standard first aid certificate must be obtained within first 3-6 months of employment.
- Lifeguard Instructor certificate must be obtained within first 3-6 months of employment.
- Food Handlers certificate must be obtained within first 3-6 months of employment.