

# **MCKINLEYVILLE COMMUNITY SERVICES DISTRICT**

## **Program Coordinator**

### **Relationships**

<b>Reports To:</b>	Recreation Director Recreation Coordinator Program Director
<b>Indirect Subordinate Staff:</b>	Park Maintenance Worker
<b>Direct Subordinate Staff:</b>	Recreation Leader I Recreation Leader II Sports Official Volunteers
<b>Other Internal Contacts:</b>	Facility Coordinator Employees in the District Volunteers
<b>External Contacts:</b>	Members of the General Public Employees of Other Organizations

### **Summary Statements**

- Under general supervision of the assigned supervisor, assists in planning, implementing and supervising assigned programs, staff, and participants. Specifically, an emphasis in duties will be assistance in conducting staff training seminars and meetings, supervision of the program, staff and participants, and other administrative tasks as assigned by the program supervisor. In addition, the individual will act as a liaison between MCSD, participants, parents and other staff.

### **Supervisory Responsibilities**

- Orient new subordinates concerning policy and procedures, work rules, and performance expectation levels.
- Supervise, plan, delegate, communicate and control work assignments concerning subordinates.
- Train, develop, and motivate subordinates to improve current performance.
- Evaluate the performance of subordinates. Keep supervisor informed of results.
- Assists in planning and implementing staff training seminars and meetings.
- Advise superiors and subordinates of developments that impact job duties. Ensure proper communications.
- Assists in the planning and supervision of programs, with a special emphasis on on-site supervision.

### **Typical Duties/Tasks/Responsibilities**

- Implement all District policies and procedures.
- Organize and implement all programs as assigned.
- Assist in the implementation of a program-marketing plan.
- Assist in the maintenance data for statistical analysis of assigned program.
- Monitor the assigned facility for safety.
- Interact with the public and other organizations. Respond to inquiries and concerns.
- Completion all forms and written reports as required.
- Occasionally substitute for department personnel.
- Other duties as assigned by the Recreation Supervisor.

### **Typical Knowledge/Skills/Abilities**

- Demonstrated supervisory skills related to the implementation of recreation and leisure programming.
- Public relations skills with individuals and groups, including handling complaints and disciplinary problems.
- Interpersonal relations with other staff members, supervisors and those supervised.
- Knowledge of recreation-related equipment and facilities, their proper use and maintenance.
- Oral communication skills for one-on-one communications and public speaking.
- Math skills, adding, subtracting, multiplying, dividing, percentages for participant registration, budgets and statistical reports.
- Writing skills to compose letters, memorandums, marketing materials, and reports.
- Reading skills to understand communication of others.
- Ability to adjust to changing need and circumstances
- Knowledge of and ability to maintain safety standards.
- Knowledge of and ability to render first aid and CPR.
- Knowledge of emergency procedures.
- Knowledge of conflict resolution and problem solving strategies.

### **Qualifications**

- Current certification in First Aid and Adult/Child CPR.
- Current negative TB test (upon employment).
- Ability to obtain current fingerprint identification (BID 7) upon employment.
- Current driving record and auto insurance policy, which meets MCSD requirements.
- Knowledge, training and/or experience in one or more of the following areas: physical education, recreation, elementary education or early childhood education.
- Experience working with youth and adults in a recreational setting.

- Experience working with the public.

**Physical Requirements**

- Seeing, hearing and speaking ability, ability to participate in and lead recreation programs, ability to stoop, ability to reach, ability to lift and carry a maximum of fifty pounds, ability to push, pull and drag heavy items, ability to restrain people, ability to stand for long periods of time.

**Other Requirements**

- Working various times of the day and on weekends.
- Ability to be on-call.
- Ability to work overtime.
- Compliance with clean, neat grooming standards to present a professional appearance.
- Ability to travel locally.
- Ability to follow or “adhere” to all District policy and procedures.

**Machines/Tools/Equipment**

- Ability to operate various recreational equipment, music systems, cash register and other miscellaneous office equipment.

I have received and read this job description, fully understand it and freely agree to its terms.

Dated \_\_\_\_\_

Signature of Employee \_\_\_\_\_