

South Jordan City

Job Description

Title: Program Coordinator
Org: 100240
Pay Grade: 12

Effective Date: 2/1/16
FLSA: Non-Exempt
Workers Comp: Municipal

GENERAL PURPOSE

Plan, market, implement and evaluate community programs for youth and adults. Community programs may include areas such as recreation, sport, fitness, art, culture/history, community education, leisure, special events, camps, and tournaments.

SUPERVISOR

Recreation Program Manager

POSITION(S) SUPERVISED

Recreation Program Assistant
Recreation Intern
Recreation Aide
Volunteers

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's manager.

Job attendance is required, except for authorized leave.

Plan, market, implement and evaluate community programs.

Implement programs within approved budget guidelines and assure cost recovery targets are achieved.

Secure alternative revenue sources as deemed necessary for program (ie. donations, sponsors, partners, grants, etc.)

Coordinate program use with appropriate facility manager.

Manage community program registration, participation and completion using available software and online programs.

Maintain minimum participation attendance as agreed upon with supervisor.

Professionally administer and monitor community programs.

Coordinate and oversee volunteer program administration.

Oversee contract instructors' program administration.

Attend to participant needs and concerns assuring professional programming.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from High School or G.E.D.

AND

B. Two (2) years of experience in above related duties;

2. Special Qualifications:

Valid Utah Class D Driver License

Bachelor Degree in Parks & Recreation or related field preferred;

3. Knowledge, Skills and Abilities:

Knowledge of methods, techniques and procedures in the delivery of the community service program, common recreational and social needs of various age groups, principles and procedures for implementing and directing community services or recreation activities, principles and practices of program budget monitoring, and principles and practices of assigning and reviewing the work of others. Knowledge and experience in sports such as softball, basketball, baseball, football, etc.

Skill in working with diverse groups, individuals, youth, and children, in interpersonal conflict/dispute resolution methods, and organization and implementation of programs and activities in a professional manner.

Ability to develop and coordinate a community service or recreation programs suited to the needs of the community; plan, organize, coordinate and implement a community services program; establish and maintain effective working relationships with those contacted in the course of work; analyze, interpret, and explain section polices and procedures; communicate effectively orally and in writing; train and evaluate contract and temporary personnel; prepare detailed reports and other written material; provide office support, answer phones, and interact with the public.

MINIMUM/SPECIAL QUALIFICATIONS for PROGRAM COORDINATOR/DAY CARE

1. Education and Experience:

Graduation from High School or G.E.D.

2. Special Requirements:

Valid Utah Class D Driver License

Valid First Aide and CPR Certification

Must be at least 21 years of age.

Must submit to Tuberculin skin testing within 30 days of hire

Must meet State of Utah requirements to direct a daycare facility [This includes at least one of the following criteria: a) Bachelor's or Associates degree in Early Childhood Education or Childhood Development b) Bachelor's degree in a related field with documented four courses of higher education completed in child development c) a national or state certification such as Certified Childcare Professional, National administrator Credential, Child Development Associate (CDA) d) Two years' experience in child care, elementary education, or a related field e) Two years or more working in a childcare facility or school environment.]

3. Knowledge, Skills and Abilities:

Skill in working with diverse groups, individuals, youth and children (ages 2-12). Skill in interpersonal conflict/dispute resolution methods.

Ability to operate a personal computer and Microsoft products.

Ability to work independently and deal effectively with stress caused by continuous public contact; communicate effectively, verbally and in writing; operate standard office equipment; effective working relationships with supervisors, co-workers, and the public.

Ability to provide an exciting and stimulating environment for the South Jordan City daycare facility and off-track camp programs.

Excellent leadership, organizational and communication skills, as well as the ability to provide exceptional customer service.

Skill in event planning and coordination.

Ability to respond quickly and effectively to accidents and emergency situations that may occur.

Ability to identify children in the daycare whom are ill and/or contagious, and take precautions to ensure the health and safety of children, parents, staff and themselves.

4. Working Conditions for all Program Coordinators:

Incumbent of the position generally performs in an outdoor environment. Non-traditional working hours are required. Tasks require a variety of physical activities, such as walking, standing, stooping, sitting, reaching, lifting, etc. Talking, hearing, and seeing are essential to the performance of the job. Common eye, hand, and finger dexterity exist. Mental application makes use of memory for details, verbal instructions, emotional stability, critical thinking and creative problem-solving. Frequent local travel required in normal course of job performance. Periodic exposure to weather extremes.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Municipal Non-Exempt	EEO-4 Class:	Para-Prof
Location:	Community Services Programs	EEOP Class:	Serv/Maint
Group/BU:	General Pay Plan	Tech-Net Match:	1270