

Town of Green Level
Job Description
Created May 10th, 2023
Program Coordinator
Parks & Recreation
Non-Exempt

GENERAL PURPOSE:

This is an at-will full-time, permanent position performing assistant level work in the Parks and Recreation department. Position coordinates with an array of associate, technical and seasonal employees. Position requires extensive depth of expertise and knowledge in specialized functions or field and maintenance areas that can be used to develop programs and procedures as well as determining efficient and innovative ways to accomplish the Director's strategic initiatives.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Assists with managing and organizes recreation programs with other recreation agencies; interacts with public groups, clubs, and organizations; assists civic groups in organizing various recreational activities.
- Assists with supervision of staff, including scheduling, assigning tasks and projects, reviewing work, and assisting staff with prioritization and completion of assignments, evaluating performance, and recommending and issuing disciplinary actions as needed, coaching, and mentoring staff, providing opportunities for growth through work assignments and training, interviewing, and recommending new hires and promotions.
- Assists with managing the overall coordination of logistics, planning, and organization of special events, recreation activities, and youth sports organizations.
- Manages the department's field spaces, amenities, and programming operations.
- Represents department at meetings as directed; serves as liaison between department and public, consultants, contractors, and Town Departments and Offices.
- Promotes and ensures that all Parks and Recreation employees are properly trained and certified in associated risks or sports training.
- Assists with establishing and implementing operating policies and procedures.
- Ensures that all equipment, materials, and work conditions are safe and adequately maintained to prevent accidents or injuries.
- Deals with public complaints and effectively determines the proper course of action.
- Develops and implements department evaluations and program performance measures.
- Performs other related duties as assigned and/or required.

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MINIMUM QUALIFICATIONS:

Associates degree in parks and recreation or related discipline; supplemented by three (3) or more years' experience in the direct supervision of staff and the operation of parks and recreation facilities; an equivalent combination of education, certification, training, and/or experience may be considered. Must have a state of North Carolina drivers' license.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Advanced knowledge of administrative and programmatic policies and practices relating to parks, recreation programs, and fitness programs.
- Skill in Microsoft Office products. (Word, Outlook, and Excel)
- Skill in providing good customer service.
- Ability to learn and train employees on safety precautions.
- Ability to maintain programming areas; use outdoor lawn equipment, tools, and cleaning supplies.
- Ability to multitask, assign, and prioritize assignments within the department.
- Ability to analyze and define problems, identify alternative solutions, estimate consequences of proposed actions, and implement recommendations in support of goals.
- Ability to delegate, manage, and supervise effectively.
- Ability to develop and interpret budgets, contracts, fiscal, and financial reports.
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes.
- Ability to clearly communicate and understand information in English, both orally and in writing.
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work.
- Ability to regularly attend work and arrive punctually for designated work schedules.

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PHYSICAL REQUIREMENTS:

Depending on the functional area of assignment, tasks involve the regular and, at times, sustained performance of moderately physically demanding work and may require occasional lifting, carrying (up to 50 pounds), pushing and/or pulling of heavy objects or materials (up to 100 pounds). Tasks that require moving objects of significant weight require the assistance of another person and/or use of proper techniques and moving equipment. Tasks may involve extended periods of time at a keyboard or workstation and extended periods of time standing and/or walking.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside and/or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gasses or chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

The Town of Green Level is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, The Town provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Job Title

Employee's Name (Print)

Employee's Name (Signature)

Date

Supervisor's Name (Print)

Supervisor's Name (Signature)

Date

Town Administrator's Name (Print)

Town Administrator's Name (Signature)

Date