

South Jordan City

Job Description

Title: Program Coordinator
Org: 100240
Pay Grade: 13

Effective Date: 1/3/17
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. Create, implement, and manage various programs and plans relating to city volunteers and actively recruit volunteers as needed.

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.

Serve as liaison for the city Arts Council.

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

Coordinate with volunteers and residents on a variety of projects or initiatives as assigned. Responsible for obtaining volunteers for annual city events, such as the SoJo Marathon, Summer Fest, etc.

Coordinate with Human Resources for the recruitment, screening, placement, and evaluation of volunteers. Develop and implement training programs for staff regarding proper supervision of volunteers. Prepare and circulate job descriptions for volunteer programs to be filled.

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. Bachelor's Degree from a regionally accredited college or university with major course work in parks and recreation, communications, public relations or related field [Effective November 1, 2016]

OR

B. Graduation from High School or G.E.D. [Incumbent Program Coordinator(s) only]

AND

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

2. Special Qualifications:

Valid Utah Class D Driver License

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.

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