PROGRAM COORDINATOR

**Job Summary**

The Program Coordinator is responsible for the development of a diverse year-round recreation program. This will include, but not be limited to: developing and overseeing programs, designing activity brouchures, scheduling the building and running special events. This individual will act a the liaison between the Parks and Recreation Department and many outside organizations.

**Supervision Received**

The Program Coordinator receives general supervision and policy direction from the Director of Parks and Recreation.

**Supervision Exercised**

The Program Coordinator exercises supervision of instructors and seasonal employees.

**Examples of Duties**

(The listed examples are illustrative only and may not include all duties found in this position.)

1. Plans, organizes and administers a comprehensive community recreation program.
2. Coordinates all aspects of programs with current program instructors.
3. Develops new programs and assist in the recruitment, selection, training and evaluation of all program instructors.
4. Schedules the daily use of the Bow Community Building.
5. Produce program brochures to inform the public of our programs
6. Participates in the planning and facilitation of Department sponsored holiday, seasonal and special events.
7. Work harmoniously with the public, public agencies and their staffs, Town employees and all participants.
8. Contact other organizations to solicit help with special events.
9. Implements personnel policies and procedures of the Town and the Department.
10. Assists with program registrations, collection of fees and other office functions to ensure maximum service to the public.
11. Assists other employees as needed.

**Knowledge, Skills and Abilities Required**

Excellent verbal and written communication skills. The ability to establish, build and maintain professional relationships with other employees, civic groups and the general public.

The ability to research programming trends. Ability to work with large or small groups.

Working knowledge of Microsoft Office with the ability to learn recreational software.

The ability to work in a busy office and multi-task. First Aid, CPR & AED certified or certifiable.

**Minimum Qualifications Required**

Education in Recreation or related field strongly desired. Experience working in recreation, marketing or programming recommended. Working knowledge of Microsoft Office.

**Working Conditions**

The employee is often required to do several tasks expeditiously and concurrently. Work is often interrupted by telephone calls, visitors, inquiries from co-workers, etc. The individual must be able to handle demands for information or action in a timely and judicious manner.

**Tools and Equipment Used**

Personal computer with Windows, Microsoft Office programs, calculator, phone, fax and copy machine.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, walk and talk or hear. The employee is occasionally required to use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderately quiet.

**Sensory Requirements**

For communicating with others, talking is required; for taking instructions from others, hearing is required; and for doing the job effectively and correctly, sight is required.