

**CITY OF MIAMISBURG
PARKS AND RECREATION DEPARTMENT
POSITION DESCRIPTION**

Class Title:	Program Coordinator	Civil Service:	Unclassified
Department:	Parks and Recreation	Bargaining Unit:	N/A
Division:	Recreation & Special Events	FLSA Class:	Non-Exempt
Hours:	Part-Time & Seasonal	Location:	Assigned Programs

General Purpose

This position is responsible for the planning, coordination, implementation and supervision of designated programming areas.

Educational & Experience Requirements

High School Diploma or GED.

Minimum of two years experience in a leadership role.

Demonstrated ability in developing and implementing a variety of recreation programs.

Position Qualifications

Basic understanding recreational programming.

Ability to develop activity/lesson plans

Ability to organize and implement a variety of recreational activities.

Supervision Received

Works under the guidance and direction of the Recreation Programmer.

Supervision Exercised

Supervises Recreation Leaders and volunteers as needed.

Position Responsibilities:

- Development and implementation of diversified leisure activities in assigned program areas based on the Recreation Program Plan and related procedures.
- Development of activity/lesson plans based on specific program area.
- Assists with the selection and training of Recreation Leaders.
- Maintains accurate records of attendance, consent forms, emergency medical forms, parental instructions, etc...
- Submits all paperwork in a timely manner.
- Conducts staff evaluations in a timely manner.
- Provides a program outline and supply needs to the Recreation Programmer in a timely manner.
- Coordinates inventory, care and maintenance of all recreation supplies and equipment.
- Monitors and provides a safe environment for staff and program participants.
- Is well groomed at all times. Wears city-issued uniform at all times while working. Maintains a professional appearance.
- Continually emphasizes quality customer service. This included staff/customer interaction, and the cleanliness and condition of the designated programming site.
- Performs all other duties as assigned.

Special Requirements

Maintain a valid Ohio Driver's License

Tools & Equipment

Employee may be required to use personal computer, including word processing, spreadsheets, database, and publication software; laser and color printer, fax, copier and scanner; overhead projector, electronic (email) and voice message systems, telephone, cellular telephone, portable radio, portable PA system, automobile and recreational equipment specific to program needs.

Physical Demands

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of the 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 walk, sit, talk, or hear. The employee is occasionally required to use hands and fingers to handle, feel or operate tools or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch or crawl.

The employee may occasionally lift or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and an ability to adjust visual 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.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is moderate.

Selection Guidelines

1. Post position and advertise in web site, local paper, high school, and colleges and universities.
2. Formal application, oral and/or written and activity demonstration interview and reference checks.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

The job description does not constitute an employment agreement between the City and employee and is subject to change by the City.