

# City of Huntington Woods

## Job Description

### Program Coordinator

\$53,213.00

**Supervised by:** Parks and Recreation Director

**General Summary:** Under the general supervision of the Parks and Recreation Director, develops, implements, and administers numerous programs including aquatics, sports, special events and facility usage

#### Essential Job Functions

##### Athletics

1. Coordinate and schedule the city year-round sports programs (basketball, t-ball, golf, pillo polo, floor hockey, tennis, pickleball, other)
2. Maintain contact with coaches and officials as needed
3. Recruit and provide necessary training and support for volunteer coaches
4. Responsible for CDC Concussion Certification of all coaches, participants and staff
5. Organize and oversee team drafts
6. Organize and implement t-ball opening day activities
7. Oversee drop-in gym policy
8. Oversee sports facilities
9. Coordinate program opportunities with adjacent communities
10. Hire/schedule and reimburse staff for sports programs
11. Assist with developing and administering contracts and agreements with vendors and service providers related to sports programs
12. Maintain inventory of supplies and equipment. Order, distribute and manage equipment for sports programs
13. Department liaison for Berkley Hoops, SOCS and Stay & Play

##### Aquatics

1. Oversee the operation of the swimming pool including budgeting, planning, programming, hiring, supervising, and training lifeguards and café staff
2. Organize and assist with the coordination of community special events
3. Department liaison with the Hurricane swim team
4. Maintain contact with instructors as needed (emergency cancellations, registration)
5. Order program equipment and supplies
6. Schedule pool repairs as needed
7. Prepare and maintain financial and activity records and evaluations for programs
8. Assist with developing and administering contracts and agreements with vendors and service providers related to recreation programs

##### Special Events

1. Research, plan, schedule, implement and evaluate special events including but not limited to (Hay Day, MOGO activities, Pet Photo Contest, Float-a-Boat, Run/Walk/Boom)

##### Miscellaneous Tasks

1. Assist with program and events as needed
2. Responsible for room, park, and field rental permits. Respond to calls and questions.
3. Answer citizen inquiries and respond to input regarding department procedures, policies and programs

4. Represent the city and recreation department at meetings and conferences as needed
5. Develop and plan for future recreation needs of the community
6. Prepare preliminary program figures for the annual city budget and oversee the expenditure of approved funds
7. Seek and secure alternative funding sources through partnerships and sponsorships
8. Assist with programs as needed
9. Perform related work as required
10. Provide timely information for the city's quarterly newsletter
11. Prepare news releases and flyers as required

This job description is not intended to be all-inclusive; employee will also perform other reasonable related duties as assigned by immediate supervisor and other management staff. Time required to address the individual job functions is not specific to the season in which the program is scheduled.

### **Required Knowledge, Skills, Abilities and Qualifications**

1. A Bachelor's degree in recreation, leisure services or related field and two years of recreation programming and administrative experience
2. Knowledge of aquatics facility management – 2 years of experience preferred
3. Knowledge of Microsoft Word, Publisher, InDesign and recreation registration software
4. Knowledge of computer software and information formatting
5. Thorough knowledge of the objectives and goals of public recreation programming
6. Skill in developing and overseeing a wide range of recreation programs for all age groups
7. Skill in organizing schedules and coordinating associated resources
8. Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with recreation staff members, participants, vendors, governmental agencies and the public
9. Ability to communicate comfortably and effectively with the public.
10. Current CPR/AED and first aid certification
11. Knowledge of safety issues and ability to respond to an emergency
12. Ability to critically assess situations and solve problems, work effectively under stress, within deadlines and changes in work priorities
13. Ability to work outside of normal business hours

### **Physical Demands and Work Environment**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to ensure individuals with disabilities may be made to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus. While performing the duties of this job, the employee regularly works in a business office setting. The noise level in the work environment is usually moderate and can be loud.