

The job description below is a general description for our program coordinator. More specific job duties for the Junior Giants Program coming soon.

Program Coordinator Job Description (*seasonal*)

The Program Director organizes, executes and evaluates activities to provide a wide range of recreational opportunities for the entire community and supervises part-time employees and volunteers. The primary responsibility of all Soledad-Mission Recreation District employees is to ensure patron safety, protect lives, and provide excellent service to our patrons. The Program director reports to the Assistant Director or the Executive Director.

Physical and Mental Essential Functions of the Position-*Duties may include but are not limited to the following:* Physical, mental, and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephones, computers, business machines and push a broom. Vision sufficient to write, detect, and distinguish between different colors, read fine print on Safety Data Sheets and visual display terminals' hearing sufficient to conduct conversations, occasionally, over the noise from groups of people, in-person and using the telephone; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, occasionally in crowds of people and for addressing groups; physical agility to swim, push/pull, squat, twist, turn, bend, stoop, and reach overhead; strength to lift 40 LBS. from the floor, and occasionally, up to 60 LBS. of boxes containing equipment, office supplies, and documents. Physical stamina sufficient to swim for several minutes, stand walk and/or sit for prolonged periods of time; mental acuity to collect interpret and analyze data, reason, define problems, establish facts and draw valid conclusions, and make valid judgments and decisions.

Essential Functions of the Position: *Duties may include but are not limited to the following:*

- Plans , develops and implements a recreation activity/activities as specified by the Executive Director;
- Organize and schedule specific elements included in the specific program. To see the program from planning, to fruition, to completion of the final reporting requirements.
- Assists in recruiting, supervising, evaluating, and disciplining assigned employees and volunteers;
- Implements program publicity plan including news releases flyers, pamphlets, brochures and other media and technology avenues.
- Meeting with individual community groups, school personnel, and advisory groups to assure that programs and schedule work hours for assigned program staff.
- Maintain clear and detailed records and develop reports to evaluate the effectiveness of new or ongoing programs.
- Create a welcoming family friendly atmosphere that maintains interest and enthusiasm with public and private groups and individuals of all ages;
- Preventing injuries by implementing safety procedures, and ensuring that the program participants and volunteers have proper safety equipment and training; to providing appropriate care, within the boundaries of training, to program participants or observers while utilizing personal protective gear;
- Attending recreational programs, classes and events to ensure smooth operation, and providing constructive timely, and appropriate feedback to volunteers and program staff;
- Preserving equipment, supply, and facility inventories, recommending the purchase of necessary equipment and supplies;
- Developing, upholding, and reviewing written policies and procedures;
- Participating in mandatory staff safety trainings and meetings; and wearing appropriate attire while at events.

Requirements, Certifications and Skills

- Must possess CPR-Pro and First Aid certifications
- Must have knowledge of Microsoft Office programs with proficiency in Word and Excel
- Must possess a valid CA Drivers License, personal auto insurance, and a DMV record with less than 3 points
- Possesses at least 12 college level course units in psychology, child development, education, recreation, sports management, kinesiology, or related fields.
- Experience leading children or in a supervisory role.

Compensations

- \$18-25.00/hour maximum 40hrs/week. DOE