

## **PROGRAM COORDINATOR**

### **DEFINITION**

Positions in this classification perform work in the organization and implementation of a wide variety of recreation activities. This classification works five to 40 hours per week as assigned.

### **DISTINGUISHING CHARACTERISTICS**

The Program Coordinator classification is the top-level position in the Recreation Leader Series. Advancement from Recreation Leader Level II to Program Coordinator requires 500 hours of work experience at Recreation Leader Level II, or equivalent experience.

### **SUPERVISION EXERCISED AND RECEIVED**

May provide functional supervision to a Recreation Leader I or II as assigned. Receives general supervision from a full-time Recreation Department staff member.

### **ESSENTIAL AND IMPORTANT DUTIES**

- Plans, organizes, coordinates and directs specialized recreation programs as assigned.
- Maintains required records, including program statistics.
- Oversees the work of volunteers, Recreation Leaders I and II as assigned, to ensure effective programs.
- Works directly with recreation programs for adults, youth, including individuals with special needs.

### **JOB-RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge** of City recreation programs and the pertinent policies effecting program implementation; principles and philosophies of recreation; principles and philosophies of working effectively with adults and children who have special needs as related to recreation programs.

**Ability and skills** to organize people and activities; energetically perform job duties; comprehend and follow brief oral and written instructions; provide leadership to subordinates. Implement program plans; ability to function effectively without direct supervision. Establish, maintain and foster cooperative working relations with others contacted in the course of work. Computer proficient in Microsoft Word, Excel, and Outlook.

### **EDUCATION AND TRAINING**

Sufficient education and experience to satisfactorily perform the duties of this classification. A typical qualifying background would be graduation from high school, and 500 hours experience as either a Recreation Leader II at the City of San Carlos or 500 hours at an equivalent classification in another municipality, or related agency.

### **SPECIAL REQUIREMENTS**

Speak clearly and understandably; ability and dexterity to run, jump and climb; lift and move equipment, such as tables and chairs; hear alarms, bells, voices and telephones; to reach. Willingness and ability to work flexible hours, including evenings and weekends.

### **LICENSES, CERTIFICATES AND REGISTRATION**

Possession of an appropriate California driver's license issued by the State Department of Motor Vehicles.