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.