

City of Mason
Employment Opportunity
For
Program Coordinator

Hiring Range:	\$16.50 - \$21.00 (DOQ)	Classification:	Coordinator
Reports To:	Program Supervisor	FLSA:	Non-Exempt
Posted:		Department:	Parks & Recreation
Working Hours:	Flexible	Status:	Seasonal

General Statement of Duties and Distinguishing Features of Class

The Program Coordinator position is responsible for implementing, supervising, and evaluating programs with the City of Mason’s Parks and Recreation Department. This position will be under the direction of a Program Supervisor.

Examples of Work (Illustrative Only)

- Responsible for the on-site supervision and instruction of program activities as assigned.
- Responsible for the planning, supervision, and evaluation of assigned programs under the direction of the Program Supervisor.
- Responsible for assisting with the administration of assigned programs.
- Assists with set-ups/tear-downs, closing and securing of the program facilities and materials
- Monitors the safe and appropriate use of all recreational equipment. Maintains accountability and proper storage, and reports maintenance or repair requests in a timely manner.
- Maintains a positive and approachable composure to promote patron-employee interaction.
- Prepares and maintains administrative records and paperwork as requested.
- Lead or attend in-service training sessions and/or staff meetings as requested.
- Upholds the policies and procedures of the City of Mason and Parks & Recreation Department.
- Displays knowledge of the department’s *Infectious Material & Exposure Incident Policy* and facility Emergency Action Procedures.
- Administer and record any necessary first aid/victim care within the level of emergency training.
- Demonstrates knowledge of all emergency procedures throughout the recreational areas.
- Performs related duties and responsibilities as required.

Skills, Knowledge, and Abilities: The following is preferred

- Acquire and maintain current certification in American Red Cross *Standard First Aid and CPR*.
- Ability to lift and move objects.
- Knowledge of recreational programs in assigned area. Example: Enrichment, Sports, Fitness, etc.
- Ability to follow oral and written directions.
- Good organization and interpersonal communication skills.
- Excellent computer skills with a good working knowledge of Microsoft Office

Working Environment/Physical Requirements

Work in a recreational environment both indoor and outdoor including instruction of classes. Requires walking, standing, stooping, kneeling, talking and seeing. Ability to lift/carry objects up to 50 pounds. This is a high public contact position.

I understand that I am applying for employment at will, and nothing in this job description and no oral statements made to me in connection with this job description can be construed as a contract of employment.