



City of Des Moines, Washington JOB DESCRIPTION



PROGRAM COORDINATOR **Parks, Recreation and Senior Services**

Regular, Full-time

Salary Grade: G-17

FLSA Status: Non-exempt

Bargaining Unit: Non-represented

EEO Category: Paraprofessionals

Nature of Work

Under the general supervision of the Recreation Manager, this position provides professional community recreation program and special event planning, development and supervision. This position interacts with a broad and diverse constituency of program participants, organizations, and agencies. This position has supervisory responsibilities and assists in the hiring, training, supervision, scheduling and evaluation of part-time extra-hire employees. Work hours vary based on program schedule and include evenings and weekends. This position performs duties independently with minimal supervision from established and well known procedures.

Essential Functions

- Develops, plans, organizes, leads and supervises recreational activities for assigned areas.
- Assists in supervising additional city run programs.
- Develops, plans, organizes city sponsored special events.
- Ensures the general safety and well-being of all activity participants, to include children, teens, and/or vulnerable adults
- Prepares and administers recreation program budgets and monitors expenditures and revenue for assigned areas in accordance with established procedures.
- Plans, schedules, and supervises the work of part-time extra-hire staff for assigned areas; develops and coordinates staff schedules.
- Trains and evaluates the performance assigned staff; may be responsible for supervising volunteers and/or contractual class instructors.
- Trains assigned staff in safety procedures and ensures all safety rules, regulations and procedures are followed.
- Coordinates facilities and programs with other agencies as assigned.
- Maintains monthly records and prepares written reports relating to recreation activities and facilities for assigned areas.
- Prepares program publicity, promotion and advertising for assigned areas.
- Effectively communicates with program participants, and/or participant parents/guardians.
- Assists in the recruitment and selection of temporary/variable-hour part-time employees.
- Answers department telephone, assists customers with their requests, directs calls to appropriate personnel, takes messages and provides information.
- Assists facility users/staff with program information and registration, facility set-up and take-down, equipment check-out, lost and found, and general site supervision and security.
- Assists with participant registration system regarding scheduling, fee collection, accounting, participant records, refunds and notification, class/program evaluations.

- Oversees participant use of Park and Recreation Department program facilities and equipment.
- Attends to injury and incident victims, provides assistance and first aid when needed.
- Accurately completes all City/Department forms for supervisory review and action when needed.
- Assists the Park and Recreation Department professional staff with special projects as needed.
- Establishes and maintains cooperative, effective working relationships with coworkers, other City employees, and the general public using principles of good customer service.
- Reports for scheduled work with regular, reliable and punctual attendance.
- Performs other duties as assigned, including but not limited to being assigned to work in other functional areas to cover absences or relief, equalize peak work periods, or balance the workload.

Necessary Knowledge, Skills, and Abilities

- Knowledge of current principles and practices related to the coordination of a community recreation program.
- Knowledge of scheduling techniques and procedures for recreation activities, facilities and leagues.
- Interpersonal skills using tact, patience and courtesy.
- Principles and practices of administration, supervision and training.
- Standard First Aid, CPR and Bloodborne Pathogens procedures.
- Ability to maintain effective working relationships with individuals and groups encountered in fulfilling job requirements.
- Ability to be detail oriented, highly productive and complete tasks on time.
- Ability to demonstrate effective problem solving skills and sound judgment.
- Ability to exercise initiative, take independent action, and work with minimal supervision.
- Ability to effectively plan, schedule, oversee and evaluate programs and personnel.
- Ability to make oral presentations.
- Ability to communicate effectively both orally and in writing, with correct English usage, grammar, spelling, punctuation and vocabulary.
- Ability to use computer technology, e.g., recreation registration systems, facility scheduling, and report preparation.
- Ability to work flexible schedules that may include weekends, evenings, split shifts and holidays and maintain regular and prompt attendance as required.
- Ability to perform the essential functions and meet the physical demands of the position.

Education and Experience Requirements

- Bachelor's degree in Parks and Recreation Administration or related field, or an equivalent combination of education and experience from which comparable knowledge, skills and abilities can be acquired; and
- Two years of experience in recreation program coordination.

Special Requirements

- Valid Washington State Driver's License with a good driving record, and maintain throughout employment.
- Must be fully vaccinated against COVID-19 per Proclamation 21-14.1 prior to hire.
- Possess a valid First Aid/CPR card, or obtain within three months of hire date, and maintain throughout employment.
- Because of the known effects of tobacco use, the City of Des Moines does not hire applicants who use tobacco products.
- Successful completion of a pre-employment background and criminal history check.

Working Conditions and Physical Abilities

- Indoor and outdoor work environments. Outdoor environment can include uneven and unstable walking surfaces, tripping hazards, and inclement weather conditions. Occasional travel to off-site locations is required. Hand-eye coordination and fine-manipulation skills are necessary to operate computers and a variety of office machinery. The position also requires the ability to speak and hear to exchange information, sit for extended periods of time, bend and stretch to retrieve and maintain files and program supplies, and lift up to 50 pounds.

General Information

- The statements contained herein reflect general details as necessary to describe the principal functions for this job classification, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or to balance the workload.
- The physical abilities described above are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The provisions of this job description do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.
- Updated 2021.