



CITY OF DeBARY, FLORIDA

Employee Job Description

PROGRAM COORDINATOR – PARKS

Department:	Position #120	Exempt:	No
Reports To:	Parks & Recreation Dir.	Pay Grade/Wage:	103
Position Type:	Full Time	Hours:	40 hrs/week

JOB SUMMARY:

Under general supervision provides program support and administrative assistance to the Parks and Recreation Department. This position requires the ability to work independently, exercising discretion, good judgment and initiative.

JOB DESCRIPTION

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

DUTIES & RESPONSIBILITIES:

- Coordinates and manages office operations and assists with programs in support of departmental goals and objectives.
- Receives telephone inquiries and concerns, ascertaining the nature of the call and resolving personally or directing to the appropriate individual or departments.
- Receives complaints and requests for information from the public.
- Registers participants for all recreation programs and processes reservations for park facilities, etc.
- Assists in the coordination of program schedules and all associated duties (t-shirt/uniform orders, public communication, etc.).
- Processes payrolls and related paperwork for leaves, vacations, etc.
- Processes deposits twice weekly for finance, records money received for programs and processes internal reports as required.
- Assists Recreation Manager with preparing flyers and program forms.
- Maintains inventory of supplies, make calls for maintenance of office equipment and reorders supplies as may be required.
- Utilize numerous computer programs to analyze data, track participation and payments and prepare general correspondence.
- Processes invoices, purchase orders, and completes other financial reports.
- May maintain a variety of fiscal data and budgetary records.
- Assist with special events and programs as required.
- Prepares and monitors Parks and Recreation expense reports and charts.
- Prepares reports on public comments regarding programs and events.
- Performs other related duties and functions as assigned.



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QUALIFICATION REQUIREMENTS:

High school diploma or general education degree (GED) and six (6) months related experience and/or training; or equivalent combination of education and experience. Demonstrated competency in Microsoft Office Suite.

KNOWLEDGE, SKILLS & ABILITIES:

Communication Skills: Ability to read and comprehend instructions, correspondence, and memos. Effective communication skills, both oral and in writing. Ability to write clearly and effectively. Ability to effectively present information in one-on-one and small group situations to customers, vendors, and other employees of the organization.

Reasoning Ability: Ability to apply common sense understanding to carry out multi-step instructions furnished in written, oral, or diagram form. Ability to resolve problems based on knowledge of the position and related programs.

CERTIFICATES, LICENSES & REGISTRATIONS:

None required.

WORK ENVIRONMENT/ADA:

Physical Demands: Work involves sedentary to light work in an office setting. There is frequent need to sit, talk, hear, use the hands and occasionally lift moderately heavy objects (up to 25 pounds) and perform other similar actions during the course of the workday.

Environmental Factors: Inside work. Essential functions are regularly performed without exposure to adverse environmental conditions. This position will also work special events held outdoors and may be exposed to extreme cold or heat.

Employee Signature

Employee Printed Name

Date