



CITY OF DeBARY, FLORIDA

Employee Job Description

PROGRAM COORDINATOR – PARKS

Department:	Position #120	Exempt:	No
Reports To:	Parks & Recreation Dir.	Pay Grade/Wage:	104
Position Type:	Full Time	Hours:	40 hrs/week

JOB SUMMARY: Under the general supervision the Program Coordinator performs administrative support to the Parks & Recreation department as well as develops, promotes, implements and conducts classes/activities for assigned activities, camps, and events. Work requires a high degree of customer service and regular in-person, email and phone communications with the public

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:

- Participate in the coordination and implementation of assigned recreation programs, activities, classes, sports programs and special events.
- Coordinates and manages office operations and provides support for recreation programs, events, and sports leagues.
- Assists in preparing marketing and publicity of recreational activities and programs.
- Serve as on-site departmental point of contact for participants during assigned programs and events.
- Responsible for set up and tear down of all assigned programs.
- Records and maintains supply inventory and assists with purchasing supplies.
- Builds relationships with participants, meets and greets visitors, responds to questions or complaints from participants; provides information and resolves problems.
- Collects feedback from participants, parents and staff to improve programs offered.
- Provides administration support, including receiving and transferring incoming calls, assisting with program registration, and providing general assistance to the public as needed.
- Processes reports for finance, records money received for programs and processes internal reports as needed.
- 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.
- 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 and outside work. Essential functions are a blend of office duties and in-the-field responsibilities which may require exposure to heat and cold.

Employee Signature

Employee Printed Name

Date