

Middletown, CT Job Description

Classification Title	Program Coordinator
Job Code	
Department	Recreation & Community Services
Union Group	AFSCME 466
FLSA Status	
Pay Grade	

PURPOSE OF POSITION

The purpose of this position is to create, implement and coordinate supervise recreational, social, senior and cultural programs. ~~and to assist the Manager of Recreation in assessing the recreational needs of the public. The work is performed under the direction of the Recreation Manager.~~

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- ~~Recruits, interviews, hires and supervises employees and volunteers; provides instruction and training; plans, coordinates, schedules, assigns and review work; allocates personnel; maintains standards and evaluates performance.~~ Implements and supervises recreational, social and cultural programs. Registers participants into programs and collect receipts.
- ~~Monitors and enforces safety and health procedures and regulations to ensure the safety of program instructors, staff and participants. Monitors first aid kit supplies. Administers medication to program participants as needed.~~ Coordinates the use of schools and community facilities. Collaborate with community agencies and local businesses to sponsor programs.
- Develops, plans, organizes and evaluates a variety of community services and special events.
- ~~Submits budget recommendations for programs; solicits funds from local organizations; writes and administers grants. Prepares and submits T-shirt bid.~~ Maintains records of programming and participation. Maintains master calendar of events.
- ~~Schedules and monitors field trips and performances for 7-day camps. Coordinates and reviews sports programs with outside agencies. Supervises aquatics staff at lake and pool facilities.~~ Coordinates logistics pertaining to bus trips. Communicates with destination staff to receive guests and payments. Maintains rosters, waivers and other pertinent trip information.

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- Develops, advertises and promotes recreational, social and cultural activities and programs. Designs, prints and distributes brochures, flyers and news releases.
- ~~Assists the Manager of Recreation in assessing and meeting the recreational needs of City residents. Receives payment for programming. Prepares and delivers bank deposits. Prepares financial reports. Assists with annual budget preparations.~~
- ~~Registers program applicants and collects and receipts fees. Maintains inventory of office supplies. Orders materials for custodial supplies.~~
- ~~Prepares statistical and narrative reports on programs, activities and staff. Prepares and reviews employee time cards. Prints, reviews and distributes program rosters to instructors.~~
- ~~Maintains program records and files.~~
- ~~Coordinates the use of school and community facilities with principals, custodians and Public Works. Communicates with residents and community organizations. Helps coordinate fireworks displays with police and fire personnel.~~
- ~~Orders and maintains inventory of supplies and materials for programs. Transports materials, equipment and participants as needed. Maintains inventory of fireworks.~~
- ~~Attends meetings, workshops and conferences.~~
- Perform other related duties as assigned.

MINIMUM JOB QUALIFICATIONS

Education and Experience

Bachelor's degree in ~~Recreation~~ with ~~five~~ three years of recreation program supervisory and management experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Appropriate education substitutions can be made.

Other

- ~~Requires a valid Connecticut Driver's License.~~

PREFERRED QUALIFICATIONS

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KNOWLEDGE, SKILLS, and ABILITIES

- ~~Requires the a~~Ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systematize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework.
- ~~Requires the a~~Ability to implement decisions based on such data, and oversee the execution of these decisions.
- ~~Ability to manage and direct a group of workers, including the ability to provide counseling and mediation. Ability to persuade, convince and train others. Ability to advise and interpret regarding the application of policies, procedures and standards to specific situations. Knowledge of planning, developing and administering community service programs~~
- ~~Requires the a~~Ability to utilize a variety of reference, descriptive and/or advisory data and information such as financial statements, reports, contracts, insurance certificates, brochures, purchase orders, evaluations, program manuals, journals, procedures, guidelines and non-routine correspondence.
- ~~Requires the ability to communicate orally and in writing with all department personnel, other City departments, community groups, schools, program participants and parents, vendors, social workers, the media and the public. Ability to monitor and enforce safety and health procedures~~
- ~~Requires the a~~Ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals.
- Ability to supervise and evaluate employees
- Ability to Pprioritize and assign work
- Knowledge in ~~T~~training, orienting, and managinge personnel
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- Ability to Read, analyze, and interpret standards, policies, procedures, and regulations
- Ability to Develop and write reports, policies, and correspondence
- Ability to Handle common inquiries or complaints

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- ~~Ability to E~~ffectively present information and respond to questions from students, faculty, staff, and visitors
- ~~Ability to D~~efine problems, collect data, establish facts, and draw valid conclusions
- ~~Ability to E~~xercise good judgment and focus on detail as required by the job
- ~~Ability to O~~perate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- ~~Ability to U~~se (or learn to use) computer software and systems applicable to the position
- ~~Ability to F~~ollow oral and written instructions and procedures
- ~~Ability to C~~ollect, organize, and interpret data and prepare accurate records
- ~~Ability to C~~ompare data from a variety of sources for accuracy and completeness
- ~~Ability to O~~rganize large volumes of detailed data and information
- ~~Ability to V~~erify and maintain accuracy of detailed data and information, detect data errors
- ~~Ability to M~~meet schedules and deadlines of the work unit
- ~~Ability to C~~ommunicate in English effectively orally and in writing
- ~~Ability to M~~aintain well-organized materials, files, systems and tools
- ~~Ability to A~~adapt to changes in work situations and priorities
- ~~Ability to R~~reason/analyze; use logic to identify and resolve problems
- ~~Ability to E~~valuate, organize, and summarize data and information
- ~~Ability to E~~stablish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- ~~Ability to S~~atisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

PHYSICAL REQUIREMENTS

- ~~Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.~~

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- ~~• Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.~~
- ~~• Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and lifting, carrying, pushing and pulling objects and materials of moderate weight, twelve to twenty pounds.~~
- ~~• Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.~~

Exerting up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.

WORKING CONDITIONS

The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ~~• Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.~~

Position requires talking, hearing, seeing, grasping, standing, walking and repetitive motions.

The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Dates revised	
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