



Program Coordinator (Part-Time)

Bargaining Unit: SEIU Local 1021

DEFINITION

Under direction of Recreation Supervisor, performs a variety of planning, administrative, and supervisory functions for regular recreation programs and for various special event activities. Assignments are generally on a part-time or intermittent basis.

CLASS CHARACTERISTICS

N/A

EXAMPLES OF DUTIES (illustrative only)

- Depending on assignment, plans and coordinates program activities for youth and adult sports, youth playground and tot activities, teen events, youth employment and work experience, volunteer services and various holiday and other special events.
- May be assigned to administrative functions such as handling facilities and parks scheduling and permits.
- Assisting in grant program administration and other administrative staff work.
- Participates in interviewing and selecting part-time personnel; supervises assigned part-time staff, including preparing and scheduling work assignments.
- Conducting staff training and performance evaluations; assists in developing public relations materials for assigned programs; coordinates program and facility usage with local community groups.
- Assists in preparing and administering program budget; maintains supply and equipment inventory as needed. Answers inquiries and provides other services to public.

QUALIFICATIONS

Education and Experience:

Possession of a Bachelor's degree and the equivalent of two (2) years full time experience implementing and conducting various recreation programs and activities.

KNOWLEDGE AND ABILITIES:

Knowledge Of:

- Knowledge of programming principles of assigned recreation function.

Ability To:

- Ability to plan and schedule work assignments.
- Ability to maintain records and prepare clear reports.
- Ability to communicate clearly, orally and in writing, effective interpersonal skills.

Licenses and Certificates:

Possession of a valid commercial California Driver's license is desired.

WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS

Persons assigned as pool manager or other aquatic program functions must possess current Red Cross Water Safety Instructor Certificate and CPR Certification.

Must be in good physical condition.

The above statements reflect the general details considered necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

The City of Union City is an equal opportunity employer. The City of Union City will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Travel: Positions in this class may require local and statewide travel as necessary.