

CITY OF RADCLIFF POSITION DESCRIPTION

CLASS TITLE: PROGRAMS COORDINATOR, I AND II

CLASS CHARACTERISTICS: Under supervision of the Parks & Recreation Director

GENERAL DUTIES AND RESPONSIBILITIES:

- Responsible for interacting with community to best identify recreational programming interests and needs.
- Assist Building Attendant as needed for reservation scheduling.
- Will be responsible for cleaning and sanitation of Colvin Community Center and Pool.
- Development of an ongoing recreational calendar of events to include weekly and monthly programming in accordance with the needs of the community.
- Responsible for oversight of City Pool.
- Assist in overseeing seasonal staff at City Pool.
- Assist in chemical testing and daily pool maintenance as needed.
- Enforce city policies, procedures and rules for Colvin Community Center and Pool.
- Money handling to include processing credit cards, cash, checks, printing receipts, etc.
- Assist and participate in all facets of the Senior Program.
- Assists in the performance of other departmental activities as required.
- Work schedule may vary widely depending upon program needs with additional hours outside the normal work schedule. Must be able to work some weekends and evenings as necessary or required by scheduled programming.

MINIMUM REQUIREMENTS:

High school diploma or equivalent. Must be eighteen (18) years of age or more. Must possess a valid motor vehicle operator's license. Must be able to obtain CPR/First Aid certification.

SPECIAL KNOWLEDGE, SKILLS AND ABILITIES:

Ability to understand and follow instructions and keep pace with the changing needs of the job at hand. Must be able to interact with varying age groups, being both flexible and creative in adaptation of activities implemented. Experience with Microsoft Word, Excel, email, creating flyers, and proficient with all social media outlets. Must possess the ability to deal courteously with the public, and to establish and maintain an effective working relationship with City officers, employees and the general public. Should be able to work independently at times. Must possess the physical ability to climb stairs, squat, stand and sit for long periods of time and be able to lift and carry items over 25 pounds. Must be able to operate motor vehicle. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REV 02/06/2020