



MAC Recreation District

1195 SE Kemper Way, Madras, OR 97741

541.475.4253 • www.macrecdistrict.com

PROGRAM COORDINATOR Job Description

Reports to: Programs Director

Pay Rate/Status: Starts at \$20.00/hour (FLSA non-exempt, seasonal/part-time)

General statement of duties: Responsible for developing, planning, implementing, and evaluating assigned recreation activities. Key elements of this position include planning, organizing, recruiting & training volunteers, soliciting sponsors, and on-site oversight during assigned recreation activities.

Distinguishing features of the class: The Program Coordinator develops, coordinates and implements assigned recreation activities offered by the district. Work is performed under the direction of the Programs Supervisor and/or the Recreation and Aquatics Programs Director.

EXAMPLES OF ESSENTIAL DUTIES & RESPONSIBILITIES:

- Coordinates volunteers for recreation activities. Provides training and expectations and takes corrective action when necessary following MACRD procedures and policies.
- Plans organizes, and coordinates assigned programs, contracted instructor/classes, and activities.
- Advises management on recruitment and development of part-time, volunteer and contract employees.
- Formulates practice, game, and activity schedules for recreation activities and volunteers.
- Initiates and works with the MACRD to assure planned activities are publicized and implemented on a timely basis and in an effective fashion.
- Enforces MACRD rules of safety and conduct and is the first line of resolution for problems or issues that arise during recreation activities.
- Must be present at all assigned activities, programs, and special events to oversee volunteers and ensure successful and safe outcomes.
- Observe and report on-site opportunities and challenges to program supervisor and/or recreation and aquatics programs director for follow-up.
- Develops and maintains courteous, professional, and effective working relationship with staff, volunteers, patrons, neighborhood groups, chamber of commerce and other various community partners to explain and promote

recreation programs and special events and identify potential needs.

- May perform some light maintenance duties including cleaning surfaces, picking up trash, storing supplies, removing recreation hazards, etc.
- Will be assigned to work in a capacity that supports MACRD programs when needed, including coordinating seasonal programs and/or activities.
- Develops program supply budget and submits to supervisor for purchase approval.
- May be assigned to work on District committees, depending on the recreation activity.

DESIRABLE QUALIFICATIONS:

Knowledge: Comfortable practicing the principles, techniques, and procedures governing recreation program coordination. Requires working knowledge of the procedures used in establishing program schedules, human development concepts, and safety requirements applicable to coordinating individuals in recreational activities.

Skills: Requires well-developed language skills to write course descriptions and promotional materials. Requires well-developed human relations skills to convey concepts, conduct training and use courtesy when dealing with others.

Abilities: Exercise strong initiative and cooperative decision making; demonstrate organizational planning and problem solving skills; communicate effectively in both verbal and written form; motivate volunteers; proficiency in establishing and maintaining positive, respectful and cooperative relationships with all contacts.

Experience and training: 3-5 years' experience working with youth and/or adult sports, enrichment, camp activities and/or related experience.

Certifications: American Red Cross First Aid and CPR preferred.

KEY ATTRIBUTES:

1. **LEADING OTHERS:** The ability to organize and motivate people to accomplish goals while creating a sense of order and direction.

- Inspires others with a compelling vision.
- Empowers others to accomplish common goals.
- Represents a positive, motivational example for others to emulate in becoming leaders.
- Supports others through providing clarity, direction, organization, and purpose.

2. **SELF MANAGEMENT:** The ability to prioritize and complete tasks in order to deliver desired outcomes within allotted time frames.

- Independently pursues objectives in an organized and efficient manner.
- Prioritizes activities as necessary to meet job responsibilities.
- Maintains required level of activity toward achieving goals without direct supervision.

3. **DIPLOMACY AND TACT:** The ability to treat others fairly, regardless of personal biases or beliefs.

- Maintains positive relationships with others through treating them fairly.

- Demonstrates respect for others.
 - Understands and values differences between people.
 - Respects diversity in race, national origin, religion, gender, lifestyle, age, and disability.
4. **INTERPERSONAL SKILLS:** The ability to interact with others in a positive manner.
- Initiates and develops business relationships in positive ways.
 - Successfully works with a wide range of people at varying levels of organizations.
 - Communicates with others in ways that are clear and concise.
 - Demonstrates ease in relating with a diverse range of people of varying backgrounds, ages, experience, and education levels.
5. **TEAMWORK:** The ability to cooperate with others to meet objectives.
- Discards personal agenda to cooperate with other team members in meeting objectives.
 - Contributes positively and productively to team projects.
 - Builds and sustains a trust relationship with each member of the team.
 - Supports other team members and team decisions.
6. **RESULTS ORIENTATION:** The ability to identify actions necessary to complete tasks and obtain results.
- Maintains focus on goals.
 - Identifies and acts on removing potential obstacles to successful goal attainment.
 - Implements thorough and effective plans and applies appropriate resources to produce desired results.
 - Follow through on all commitments to achieve results.
7. **PROBLEM SOLVING:** The ability to identify key components of a problem to formulate a solution or solutions.
- Analyzes all data relative to a problem.
 - Divides complex issues into simpler components in order to achieve clarity.
 - Selects the best options available to solve specific problems.
 - Applies all relevant resources to implement suitable solutions.

Physical Demands of Position: While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects. The position requires mobility including the ability to move materials weighing less than 50 pounds on a regular basis such as recreation program equipment, files, books, office equipment, etc. Manual dexterity and coordination are required over 75% of the work period while operating equipment such as computers, keyboards, telephones, calculators, and standard office equipment. Duties may be performed either indoors or outdoors, which may include working in extreme weather conditions. Work schedule is varied and may require evenings and weekends. Hours vary depending on specific recreation activity needs. Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to the disability and the ability of the hiring department to accommodate the limitation.

Necessary Special Requirements: Possession of or ability to obtain a valid Oregon driver's license; safe driving record.

ADDITIONAL INFORMATION:

Hours/Shift: Work schedule is varied and requires flexibility, including evenings and weekends.

Equal Opportunity Employer