

CITY OF MILPITAS
EFFECTIVE: June 1985
REVISED: Sept 2000,
Jan 2014,
April 2016
EEOC: Professional
FLSA: Non-Exempt
UNIT: Protech
PHYSICAL: 1

PROGRAM COORDINATOR

DEFINITION

To coordinate and direct Recreation Services program(s) and/or activities as assigned, including but not limited to: seniors, youth, aquatics, events, or the Milpitas Volunteer Partners program. Under the general supervision of a Recreation Services Supervisor, this position assists in and performs planning, coordination and supervision of comprehensive recreation programs, events and activities, including planning, scheduling and implementing recreational programs and activities; recruits, coordinates and supervises the activities of temporary and volunteer staff; prepares program budgets and monitors expenditures; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is the mid-level position in the Recreation Services series. Recreation Coordinators are expected to exercise judgment and initiative in their coordination of assigned specialized programs. The class is distinguished from the next higher level of Recreation Supervisor, which has overall supervisory responsibility for multiple programs and activities, Recreation sites and full time staff.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Recreation Services Supervisor or the Recreation Services Manager/Director.

Exercises general supervision over part-time employees and volunteers.

EXAMPLES OF DUTIES – Duties may include, but are not limited to the following:

- Provides direction to and supervises temporary and volunteer staff, including selecting, monitoring, training, scheduling and determining work loads; assists with hiring, disciplinary and evaluation processes.
- Assists in the development, recommendation and implementation of goals, objectives, policies, procedures and work standards for the assigned recreation area(s).
- Participates in the preparation and administration of assigned recreation program budget.
- Plans, evaluates and coordinates programs, classes, activities and special events.
- Monitors the day-to-day operations of programs and events, including making site visits, handling and resolving complaints not requiring the attention of a supervisor and ensuring that programs and events have required materials and supplies.

- Formulates and organizes program plans and schedules for seasonal and year-round activities such as athletic leagues, aquatics programs, special events and day and summer camps.
- Acts as liaison and representative with a variety of advisory boards, commissions, and community groups.
- Initiates and collaborates on creating program flyers, brochures, catalogs and newsletters.
- Enforces safety and operating procedures and provides for maintenance needs including compliance with health and safety codes and building codes.
- Performs other duties of a similar nature or level.

MINIMUM QUALIFICATIONS

Knowledge of:

- Customer service techniques.
- Principles and techniques of directing group, social and recreational activities.
- Principles and practices of managing recreational programs for community parks, community centers, aquatic centers and/or athletic facilities.
- Recreation site management, including operations and maintenance.
- Techniques of effective supervision and
- Financial record keeping practices as applied to recreation programs.

Ability to & Skill in:

- Understand community needs in a variety of Recreation Services areas.
- Coordinate and schedule the work of temporary and volunteer staff.
- Coordinate and schedule programs, events and activities.
- Inventory and order supplies, equipment and materials.
- Interpret and enforce policies and procedures.
- Maintain files and monitor and tracking fees and payments.
- Identify methods to maximize service effectiveness and efficiency.
- Develop interpersonal relationships with a variety of users and sponsors.
- Use computers and related software.

- Communicate effectively orally and in writing.
- Communicate effectively with co-workers, supervisors, subordinates, volunteers and the general public sufficiently to convey information, to receive work direction and maintain positive working relationships.

EXPERIENCE AND EDUCATION

Education: A Bachelor’s degree from an accredited college or university with major coursework in recreation, public administration, physical education, or a closely related field, OR; AND

Experience: Two years of responsible experience in the area of public recreation including significant programming experience and part-time staff supervision responsibilities.

Substitutions: Additional years of increasingly responsible, directly related work experience may be substituted for education on a year-for-year basis

License or Certificate

Possession of or ability to obtain and maintain an appropriate, valid California Driver’s License. Certification in CPR and First Aid from the American Red Cross is required within 90 days of appointment.

SPECIAL REQUIREMENTS


Essential duties require the following physical abilities and work environment:

General office environment and to attend meetings at various sites within and away from the City, and have the availability to work off-hour shifts or events as required; sit and/or stand for long periods of time, repetitive keyboarding; reach, squat, lift, and carry up to 40 pounds; mobility to lead groups in activities; ability to work outdoors in a variety of weather and temperature conditions; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone.

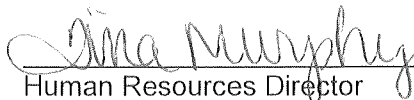
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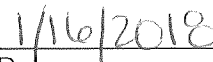
City Manager



Date



Human Resources Director



Date

- Addendum 1: Aquatics and Fitness
- Addendum 2: Adults and Seniors
- Addendum 3: Arts, Events & Volunteers
- Addendum 4: Youth

Addendum 1

PROGRAM COORDINATOR AQUATICS AND FITNESS

POSITION

Under the leadership of the Recreation Services Supervisor, this position is responsible for professional duties consisting of, but not limited to coordinating, supervising, scheduling, Aquatics and Fitness programs, training of staff, budget preparation and monitoring, report writing and working and planning special events for Aquatics and Fitness program areas.

EXAMPLES OF DUTIES

Aquatics Program

Lap Swim

- Recruits, hires, trains, schedules and manages Lifeguards
- Creates and maintains program schedule
- Mitigates safety issues and concerns

Swim Lessons

- Recruits, hires, trains, schedules and manages Lifeguards and Swim Instructors
- Creates and implements Swim Lesson curriculum
- Implements the Junior Lifeguard program
- Coordinates summer volunteers

Water Exercise

- Manages contractor(s)
- Creates and maintains program schedule

Swim Club

- Day to day operations of a youth swim club
- Liaison to USA Swimming and Pacific Swimming
- Recruits, hires, trains and manages Swim Coaches
- Coordinates swim meet schedules
- Manages parents and volunteers
- Coordinates Club Fundraisers and/or events

Sports Center Fitness & Adult Sports Program

- Creates and implements Fitness Program schedule
- Manages contracts for fitness instructors, water exercise instructors and personal trainers
- Takes inventory of fitness program equipment, ensures all equipment is in good, working order, orders replacement equipment when necessary
- Manages Drop-in adult sports programs
- Recruits, hires, trains and manages part time staff
- Remits payments to vendors/contractors

Leagues

Youth Basketball Leagues

- Manages contract
- Manages part time staff and volunteers

Adult Sport Leagues

- Coordinates sport brackets
- Manages contract/vendor for officials
- Orders necessary equipment
- Recruits, hires, trains and manages part time staff
- Orders sports equipment

Sport/Fitness Contract Classes

- Recruits new vendors and implements Sport and Fitness contract classes for Recreation Services
- Evaluates each class at the end of season and provide a report on enrollment
- Manages contractor(s)

CERTIFICATES

Possession of or ability to obtain and maintain is required within 90 days of appointment:

American Red Cross Lifeguarding Certification
First Aid and CPR for the Professional Rescuer Certifications
ARC Lifeguarding Instructor
ARC Water Safety Instructor (preferred)
Certified Pool Operator or Aquatic Facility Operator

Addendum 2

PROGRAM COORDINATOR ADULTS & SENIORS

POSITION

Under the leadership of the Recreation Services Supervisor, this position assists with the professional duties consisting of, but not limited to, planning, coordinating developing, implementing and supervising contract classes, the Community Garden, and programs and activities for adults ages 18+ and senior citizens as well as budget preparation and monitoring, report writing.

EXAMPLE OF DUTIES

Senior Programs

- Programs various classes, activities and special events for senior citizens
- Develops and implements policies and procedures for various programs and activities
- Prepares and monitors budget for assigned area
- Provides staff assistance to Senior Advisory Commission and other committees
- Prepares reports on program operations including monthly summaries and quarterly reports
- Recruits class instructors for senior center programs

Nutrition Program

- Acts as the Site Manager
- Acts as the liaison to Santa Clara County Nutrition Program personnel
- Completes and submits all necessary reports and paperwork
- Develops and implements policies and procedures

Adult Contract Classes

- Coordinates seasonal activities/classes for adults 18+
- Monitors enrollment
- Remits payment to instructors
- Monitors contractors and their programming

Community Garden

- Manages the Community Garden program
- Develops and implements policies and procedures
- Prepares reports on operations
- Provides training on Recycled Water and other Community Garden policies

CERTIFICATES

Possession of or ability to obtain and maintain is required within 90 days of appointment:
First Aid / CPR / AED

Addendum 3

PROGRAM COORDINATOR ARTS, EVENTS & VOLUNTEERS

POSITION

Under the leadership of the Recreation Services Supervisor, this position is responsible for the professional duties consisting of, but not limited to, planning, developing, coordinating and implementing citywide special events, supervising art focused contract programming, volunteer opportunities and events, as well as budget preparation and monitoring, report writing.

EXAMPLES OF DUTIES

Special Events

- Develops and presents Special Event Proposals including an overview of the event including location, day, time, budget, fees, activities, entertainment, staffing and volunteer needs
- Develops and monitors the special event budget
- Assesses and evaluates community need and interest for events
- Creates and leads Special Event teams of both internal and cross departmental staff
- Creates and maintains City Special Event Calendar
- Schedules the effective usage of City staff at events
- Monitors contract vendors
- Remits payment to vendors
- Collaborates to promote events using flyers, news media, advertisements, social media and brochures
- Collaborates to obtain sponsors and donations
- Develops and maintains Contact List of local contract vendors
- Maintains City Special Events Storage; Orders other necessary supplies
- Creates event logistic plans for set up, event period and cleanup of events
- Runs all "Day Of" event logistics and organization
- Conducts both internal staff and public evaluation of events
- Leads and/or supports non-recreation City special events

Arts Contract Programs

Center Stage Performing Arts Children's Theatre

- Coordinates the Center Stage Performing Arts Children's Theater contract program
- Works with the Theatre Director for program dates and schedules
- Collaborates to promote upcoming arts concerts using flyers, news media, advertisements, social media and brochures
- Monitors enrollment
- Remits payment to instructor
- Prepares and monitors program budget

Milpitas Community Concert Band

- Coordinates the Milpitas Community Concert Band contract program
- Works with Band Director for program dates and schedules
- Collaborates to promote upcoming arts concerts using flyers, news media, advertisements, social media and brochures
- Remits payment to instructor

Volunteers

- Develops and coordinates volunteer opportunities within the various City agencies and departments
- Prepares and monitors budget. Works within the fiscal year budget to order promotional items for the program, gifts for volunteer participation, supplies (food, drinks, meal allowances, and etc.) for volunteers
- Recruits, interviews, and screens (background checks and fingerprints) volunteer applicants for City volunteer assignments
- Establishes a working relationship with local schools, clubs, companies, religious, and other organizations. Communicates regularly with agency representatives to promote new City programs and recruit volunteers for these positions
- Collaborates to promote upcoming volunteer opportunities for the City using flyers, news media, advertisements, social media and brochures

CERTIFICATES

Possession of or ability to obtain and maintain is required within 90 days of appointment:
First Aid / CPR / AED

Addendum 4

PROGRAM COORDINATOR YOUTH PROGRAMS

POSITION

The person holding this position is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements.

Under the leadership of the Recreation Services Supervisor, this position is responsible professional duties consisting of, but not limited to planning, coordinating, supervising, scheduling, training, budget preparation and monitoring, report writing and working and planning special events as it relates to Youth Programs. These programs include but are not limited to: After the Bell after school program (ATB), Summer Day Camps and the Youth Advisory Commission.

EXAMPLES OF DUTIES

After the Bell Program

- Recruits, hires, trains, schedules and manages staff
- Creates and implements the program curriculum
- Creates program activity calendars
- Coordinates with school site principals
- Communicates with program participant parents/guardians

Summer Day Camps

- Recruits, hires, trains, schedules and manages staff
- Creates and implements the program curriculum
- Creates weekly activity calendars
- Schedules weekly field trips
- Processes invoices and request for payments

Youth Advisory Commission

- Staff liaison to the Commission
- Prepares agendas and minutes
- Advises and assists with planned events

Pre-K Enrichment Contract Classes/Programs

- Coordinates seasonal activities/classes
- Monitors enrollment
- Remits payment to instructors
- Monitors Contractors and their programming

Youth Enrichment Contract Classes

- Coordinates seasonal activities/ classes
- Monitors enrollment
- Remits payment to instructors
- Monitors Contractors and their programming

CERTIFICATES

Possession of or ability to obtain and maintain is required within 90 days of appointment:
First Aid / CPR / AED

