

Town of Eliot, Maine
Job Description

Position Title:	Program Coordinator	Grade Level:	III
Department	Community Services	Date:	06/2019
Reports to:	Director	FLSA Status	Non-Exempt

Job Summary: The Program Coordinator is responsible for the planning, administration and supervision of a variety of community-based recreation programs and services including after school, youth leagues, and summer day camp for residents (2 - 18 years of age) as well as coordination of senior citizen programs, with various fitness levels and backgrounds. The employee is required to perform all other similar or related duties.

Supervision Required: Under the general direction of the Director, the employee plans and carries out the regular work in accordance with standard practices and previous training, with substantial responsibility for determining the sequence and timing of action and substantial independence in planning and organizing the work activities, including determining the work methods. The employee is expected to solve through experienced judgment most problems of detail or unusual situations by adapting methods or interpreting instructions to resolve the particular problem. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor, but ordinarily the employee plans the work, lays it out and carries it through to completion independently. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail.

Accountability: The nature of work or the operation of large, complex, or potentially dangerous equipment increases the probability that errors could be serious. Consequences of errors, missed deadlines or poor judgment may include *significant* monetary losses, waste of materials, damage to buildings, equipment.

Supervisory Responsibility: The employee is accountable for the quality and quantity of work done by two to three (2-3) seasonal employees and assures the accomplishment of the assigned work in the prescribed manner. Plans, schedules and coordinates work operations to meet schedules, deadlines and priorities; revises work schedules to meet changes in workload or availability of manpower.

Work operations may be subject to substantial cyclic or seasonal fluctuations, or substantial changes in work procedures, volume, or products, which are (or can be) reasonably anticipated and planned for in advance, e.g., tax billing, elections, recreational activities, or fiscal year end. Employees supervised work at the same location and the same work shift, a few may be dispersed to other locations.

Confidentiality: In accordance with the State Public Records law, the employee has regular access to confidential information on participants' registration forms as they pertain to the

Community Services Department
Program Coordinator
5/5/22

Town of Eliot, Maine
Job Description

specific programs being supervised.

Judgment: Work requires the employee to examine, analyze, and evaluate facts and circumstances surrounding individual problems and determine the necessary actions to be taken within the limits of standard or accepted operating practices. Guidelines include a large body of policies, practices, and precedents which may be conflicting, at times. Independent judgment is used to evaluate specific situations to determine appropriate actions.

Complexity: Work consists of the practical application of a variety of concepts, practices, and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact-finding techniques; or determining the methods to accomplish the work.

Work Environment: Working conditions involve exposure to a combination of unpleasant elements such as loud noises, fumes, dust, smoke, heat, cold, or extreme temperatures. Employee is required to work beyond normal business hours to attend evening meetings as well as to attend department activities on weekends, holidays or mornings.

Nature and Purpose of Relationships: Relationships are primarily with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal effectively with uncooperative or uninformed persons.

Occupational Risk: Duties generally do not present occupational risk to the employee. Personal injury could occur, however, through employee failure to properly follow safety precautions or procedures. Examples of injury include bruises from falls, cuts or burns, or muscular strains from lifting or carrying department equipment and/or materials.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Responsible for the development, implementation, and supervision of all youth-sponsored and senior citizen department activities or programs.

Assists the Director with the coordination of department-sponsored special events as well as the coordination of Youth Summer Camps (including the recruitment, training and scheduling of staff) and Youth Sports Leagues.

Community Services Department
Program Coordinator
5/5/22

Town of Eliot, Maine
Job Description

Conducts equipment inventory and ensures that equipment is maintained in proper operating condition.

Completes program evaluation forms.

Responsible for assisting in the administration of the department's web site and social media postings.

Ensures that all program activity records are maintained in a detailed and accurate manner.

Assists the Director with fund raising efforts in support of department activities (i.e. sponsorships).

Fills in for Kids Play as a group leader as required.

Operates a town-owned multi-passenger transportation bus/van as necessary.

Attends workshops and training seminars to maintain required credentials and knowledge of current recreation program operating practices and techniques.

Recommended Minimum Qualifications:

Education and Experience: A minimum of an Associate's degree or a journeyman's level of trade knowledge in Recreation, Sports Management, Education or a related field; a minimum of three to five (3-5) years of related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements: Must have: a valid Class C Motor Vehicle Driver's license with a satisfactory driver's record; the ability to obtain a CPR, AED, and First Aid Certification; as a condition of employment must successfully complete a State of Maine personal background investigation.

Knowledge, Abilities and Skill

Knowledge: Knowledge of the principles, techniques, and practices of planning, directing and evaluating community-based recreational or sports activities specifically for participants of various ages, backgrounds and fitness levels; knowledge of the materials, methods, safety precautions and techniques related to the provision of recreation programs. Knowledge of office software (i.e. word processing or spread sheet applications) as well as publisher or photo shop software, the Internet, social media, and web site technology in support of department operations.

Abilities: Ability to establish and maintain effective working relationships with program participants of all ages and fitness levels as well as to recruit and train department employees of

Community Services Department
Program Coordinator

5/5/22

Town of Eliot, Maine
Job Description

all ages and fitness levels. Ability to maintain required physical condition in order to participate effectively in department sponsored activities.

Skill: Proficient customer service and employee supervisory skills; skill in providing clear and direct instructions regarding recreation programs; proficient oral communication skills. proficient organization skills.

Physical and Mental Requirements

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 position's essential functions.

Physical Skills: Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, kneeling, twisting, reaching with hands and arms, and standing. The employee is required to lift, push, or pull objects in order to set-up and maintain recreational activity equipment

Motor Skills: Duties are largely mental rather than physical. The employee may be required to apply basic motor skills in order to perform a range of activities including but not limited to the moving objects, operating a telephone, personal computer, office equipment as well as the filing or sorting of papers.

Visual/Auditory Skills: The employee is required to constantly read documents, personal computer screens and written reports for general understanding and routinely for analytical purposes. The employee must have the auditory ability to listen and comprehend. The employee is not regularly required to determine color differences.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.