

City of Mountain Home – Job Announcement

The City of Mountain Home is an Equal Opportunity Employer – we will make any reasonable accommodation necessary to ensure equal employment opportunities

- 1) A criminal background check is required for all City of Mountain Home positions.
- 2) The City of Mountain Home does not accept unsolicited resumes.
- 3) A separate application must be submitted to apply for another open position in the City.
- 4) Only completed applications with work history will be accepted.
- 5) A resume may accompany the City application but will not be substituted for any part of the application.
- 6) Accompanying resumes must refer to the specific job posting in order to be considered.
- 7) Applications must include complete work history and references.
- 8) Applications will not be accepted by fax.
- 9) Interviews will be set up by the Department.

POSITION DETAILS:

Date Posted:	10/01/2020	Department:	Parks & Recreation	Title:	PROGRAM COORDINATOR
Posting Expires:	WHEN FILLED	Location:	Youth Center	Grade & Status:	Grade 10 – Full-time
Contact Phone:	870-424-7275	FLSA:	Non-Exempt	Salary Range:	\$13.00 – 19.50

WHERE TO APPLY (in person or via us mail): Youth Center – 1101 Spring Street, Mountain Home, AR 72653
DAYS & HOURS OF OPERATION: 10:00 am to 6:00 pm Monday – Friday

APPLICANTS **MUST BE 18 YEARS OF AGE OR OLDER.** MUST HAVE A HIGH SCHOOL DIPLOMA OR EQUIVALENT. BASIC EXPERIENCE WORKING WITH YOUTH AND HAVING THE ABILITY TO ACTIVELY PARTICIPATE IN RECREATIONAL PROGRAMS ARE A MUST.

DESCRIPTION: This position will assist the Manager in the planning, coordination and implementation of the City's recreational services to include, but not limited to, youth center programs, park wide recreational events and sports programs. This position will assume supervisory responsibilities per the Manager's directives.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

1. Assist in the operation of the youth center and related recreational facilities by:
 - ◆ Training and supervising part time, seasonal and contract employees (i.e., counselors, referees, scorekeepers, coaches, etc.)
 - ◆ Maintaining confidentiality
 - ◆ Maintaining a professional, inviting and courteous atmosphere
 - ◆ Contributing to the development of work and activity schedules
 - ◆ Contributing to the establishment of priorities and goals for work to be accomplished
 - ◆ Contributing to the development and implementation of policy and guidelines
 - ◆ Overseeing and monitoring the collection and deposit of all monies
 - ◆ Following all City budgetary policies
 - ◆ Promoting and implementing Health and Safety Programs
 - ◆ Developing and conducting regular safety inspections for recreational stations
 - ◆ Monitoring the maintenance and overall condition of City facilities and equipment
 - ◆ Follow policy and procedure in dealing with incidents, accidents, and emergencies
 - ◆ Attending staff meetings
2. Assist in operation of youth center and park wide recreational and sports programming by:
 - ◆ Supervising youth and other park patrons involved in activities
 - ◆ Contributing to the development and implementation of diverse recreational programming
 - ◆ Developing and implementing assigned area of programming
 - ◆ Supervising assigned employees
 - ◆ Purchasing, warehousing, and maintaining appropriate equipment, materials, and supplies related to assigned area of programming
 - ◆ Promoting membership and participation in youth center and recreational programming
 - ◆ Coordinating and monitoring preparation, use, and closing of park facilities and fields (i.e. youth center, concessions, storage areas, pavilions, ballfields etc)
 - ◆ Maintaining and promoting master calendar, scheduling and reservation system
 - ◆ Monitoring and following patron use agreements
 - ◆ Developing and implementing program standards and basic use policies

- ◆ Implementing professional contracts with vendors hired to provide recreational services
- ◆ Promoting public awareness and involvement in all recreational programming
- ◆ Attending community and park user groups meetings
- ◆ Training and utilizing of volunteers (i.e. coaches, mentors, tutors, chaperones, etc.)
- ◆ Researching and writing grants
- ◆ Procuring sponsorships and donations
- ◆ Communicating necessary information to parents, children and user groups
- ◆ Performing other related duties as required

SPECIFIC KNOWLEDGE, SKILLS, ABILITIES OR EDUCATION:

1. Knowledge of City and Department policies, procedures, and ordinances
2. Knowledge of basic management and supervisory techniques
3. Knowledge and appreciation of municipal recreation
4. Ability to assess and implement effective, diverse, and creative recreational programming
5. Knowledge of sports programming from the standpoint of organization
6. Ability to organize a variety of programs and events
7. Ability to supervise youth and staff
8. Ability to complete job related certification and training (First Aid and CPR, referee or umpire)
9. Skill in planning, organizing, problem solving and decision-making
10. Basic skills in oral and written communication
11. Basic computer skills

IMMEDIATE SUPERVISOR: Manager of Recreational Services

The Manager assigns work in terms of general and specific instructions and policies. Specific areas of recreational programming (sports-based programs, park-wide events, parades, dances, skateboarding, Park Pride, concession operations, pool-based programs) will be assigned to individual Program Coordinators. The prioritizing and scheduling of programs is conducted with a team management approach. Performance of work is checked in progress with immediate discussion if necessary. The Program Coordinator is expected to demonstrate judgment, self-motivation and initiative in job duties and responsibilities. The Manager routinely reviews the work.

PHYSICAL DEMANDS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions and expectations. While performing the functions of this job, the employee is regularly required to talk or hear.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions and expectations.

WORK ENVIRONMENT: This work is performed in an office, recreational facility (youth center, pool, concessions, off-site facilities, ball fields, nature trails, etc.) and field environment where the employee may be exposed to hot/cold inclement weather, dust, dirt and noise. Some work may necessitate the use of protective devices. Work is often performed while sitting at a desk but may include intermittent standing, walking, stooping, and occasionally lifting; the noise level at times may be excessive. Work may often include the preparation and cleaning of park fields and facilities prior to and after use by the public. Work is often performed with large number of youth present. Work hours reflect irregular schedules including evenings and weekends, as well as "on call" status.

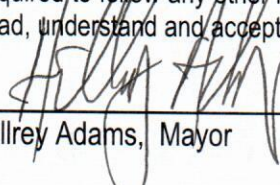
MINIMUM QUALIFICATIONS:

1. High School diploma or equivalent
2. No less than two years additional educational training or work experience in the field of parks and recreation or other related field
3. Experience working with the public
4. Experience working with youth of all ages
5. Experience in planning, implementing, scheduling, and publicizing public events and programs
6. Valid State of Arkansas driver's license

The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities and/or requirements.

EMPLOYEE ACKNOWLEDGEMENT:

This job description in no way states or implies that these are the only duties to be performed by this employee. Employee will be required to follow any other instructions and to perform any other duties requested by his or her supervisor. I acknowledge that I have read, understand and accept the job description outlined above.


 Hillrey Adams, Mayor

Distribution: Workforce Services
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