**Programs Coordinator FT**

- Washington, UT, USA
- *per year* Hiring Range: $39,328 - $52,437
- Hourly
- Full Time

*Full Benefit Package*

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**Programs Coordinator**

**Annual Pay Range:** $39,328 - $52,437

**GENERAL-PURPOSE:**
Performs a variety of full performance, general administrative, and technical duties as needed to coordinate the day-to-day operation of Washington City programs.

**SUPERVISION:** Specific supervision by the Programs Manager, General supervision by Asst. Leisure Services Director, Supervises Volunteers, PT staff associated with programs.

**ESSENTIAL TASK FUNCTIONS**
Promotes and follows the City's mission statement, values, and expectations.

- Initiates and coordinates the daily follow-up and implementation of activities to assure timely delivery of programs.
- Supervises the operation and associated activities of youth, adult, senior and adaptive programs such as afterschool club, homeschool programs, art, craft, preschool, and special events.
- Develops program cost projects and recommends budgets; monitors program expenditures to assure compliance with established financial guidelines.
- Prepares cost and revenue projections for specific programs and events.
- Provides immediate supervision over activities PT staff and seasonal, temporary, or volunteer personnel.
- Oversees activity specialists, site supervisors, and teachers and conducts training as needed.
- Takes care of, organizes, and manages supplies.
- Schedules programs and events; coordinates the annual and seasonal calendar to assure timeliness of program starting dates and conclusions; assures timely delivery of public notices and announcements as needed to afford target populations opportunity for participation.
Assists in public relations by providing and inputting marketing information, finding volunteer workers and presenting new programs to the general public, conducts program registrations, completes post-programs evaluations to assure effectiveness.

Carries out publicity programs; utilizes various forms of media, notices, publications, flyers, and brochures to promote City-wide interest and use of recreation facilities and program participation.

Controls the use of equipment and facilities by signing out equipment and by scheduling reservations for use of public facilities. Also insures that equipment is returned in a proper time frame.

Performs additional related duties as required

**MINIMUM QUALIFICATIONS**

1. Qualifications, Education and Experience
   a. Bachelor's degree in Recreation Management or a closely related field is preferred.
   
   Or
   
   i. Graduation from a standard senior high school or equivalent and at least 2 years experience working with children in a recreation setting that included arts, crafts, games, child watch, and activities.
   
   b. An equivalent combination of education and experience.
   
   c. Possess a valid Utah Driver's License throughout employment.
   
   d. Successful completion of pre-employment drug screening required.

2. Special Qualifications
   a. Position requires working flexible hours and availability for weekend, evening, and holiday work.
   
   b. Possess, or ability to obtain within one (1) month of employment, defensive driving First Aid, and Cardio-Pulmonary Resuscitation certificates.
   
   c. All accredited certifications must be kept current. Failure to do so may result in loss of position.

**WORK ENVIRONMENT**

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities, not generally involving muscular strain related to walking, standing, stooping, sitting, reaching, lifting and carrying up to 50 pounds, etc. Communicating, i.e. talking, hearing, and seeing, is essential to job effectiveness. Common eye, hand, and finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel required in normal course of job performance.

*It is the policy of Washington City to comply with Equal Employment Opportunity standards in all phases of personnel administration: job structuring, recruitment, examination, selection, appointment, placement, training, upward mobility, discipline, discharge, etc, without unlawful regard to race, color, religion, sex, age, physical or mental disability, national origin or veteran status.*
As per Washington City policy and/or procedures, a background check, and drug screening evaluation will be required for potential new hire candidates prior to an offer of employment. I understand that if I am under the age of 18, I must have my parent or my legal guardian grant their permission for the background check and drug screening test to be performed.