



JOB DESCRIPTION

City of Aurora, Indiana

POSITION: Program Coordinator

DEPARTMENT: Parks and Recreation Department

WORK SCHEDULE: Up to 32 hours / week - hourly

JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: January 2002 **STATUS:** Part Time

DATE REVISED: January 2022 **FLSA STATUS:** Non-Exempt

JOB SUMMARY

The Program Coordinator reports to the Director of Parks and Recreation, and works to develop and organizing programming for the City of Aurora parks and park facilities.

GENERAL DESCRIPTION / RESPONSIBILITIES:

General responsibilities of the Program Coordinator include:

- Planning and implementing events, leagues, fitness & health programs, and the like. This includes, but is not limited to, athletic leagues and tournaments, fitness & health classes, fundraisers to benefit the park system.
 - Program and event planning would include estimating expenses, estimating revenue, establishing fees, establishing budgets, scheduling and coordinating details, marketing, promoting, evaluating and reporting outcomes.
- Report to and provide recommendations and assistance to the Director for long range planning and daily operations. This includes:
 - Creating and implementing the annual Department of Parks budget,
 - Staffing leagues, organizing workshops, programs and trainings.
 - Identifying and pursuing creative revenue opportunities such as grants, sponsorships, organizing events and fundraisers, and the like.
 - Assisting in general park marketing, including updating and managing affiliated website(s), and other social media platforms such as Facebook.
 - Maintaining a safe, inviting, and clean environment in the parks and park facilities, such as the ARCC equipment, the gym, and training equipment, park & ARCC restrooms, showers, training rooms, activity center, group fitness room and the like.
 - Assisting with membership processing and general front desk duties.
 - Recommending personnel procedures to ensure quality customer service.
 - Coordinating facility rentals within the park system.
- The Program Coordinator will be required to promptly report hazardous conditions and job-related injury or illness to the employer.
- This position will be subject to the rules, policies, and operating procedures established by the City, as they may be amended from time to time, this includes City Ordinances, Resolutions, Personnel Policies and Procedures, and state and federal statutes.

JOB REQUIREMENTS:

- A General Education Development (GED) certificate or equivalent.
- Must have and maintain a verifiable State issued Driver’s License, a demonstrated safe driving record, and must remain insurable through the City’s liability insurance carrier.
- Must have basic knowledge of standard English grammar, spelling, punctuation, and ability to understand information from various sources to communicate effectively both orally and in writing.
- Ability to utilize computer technology in modernizing office procedures and record keeping
- Must be able to recommend and implement goals, objectives, and practices for providing effective and efficient parks and recreation operations and service delivery.
- Must be able to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals
- Must have a safe work record with good ethics and dependable attendance record.
- Must be able to frequently lift and/or move up to 25-50 pounds and occasionally lift and/or move, with assistance, more than 80 pounds with the use of personal safety equipment.
- Knowledge of current local, social, political and economic trends including operating challenges regarding parks and recreation programs is a plus but not required.
- Bachelor’s degree in parks and recreation, program coordination, a related field, or two years of related experience or equivalent combination of education, program coordination and experience is a plus, but is not required.

WORK ENVIRONMENT

While performing the duties of this job, the employee is regularly required to stand; walk; talk or hear; use hands to handle or feel objects, tools, or controls; climb or balance; stoop, kneel, crouch or crawl; reach with hands and arms. The employee is frequently required to sit.

*This position is identified as having occupational exposure to blood or other potentially infectious materials.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

I have read and understand this job description and its relationship to the position I occupy. This job description is not an employment contract, nor is it intended to describe all duties someone in this position may be required to perform.

Signature

Date

Printed Name

Approved By:

Date Hired: