



## JOB DESCRIPTION

### PROGRAM COORDINATOR

**POSITION TYPE:** Permanent Full Time – 35 hours per week

**REPORTS TO:** Recreation and Community Services Manager

**SALARY:** \$33,476 - \$51,763

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#### DESCRIPTION

The Program Coordinator is responsible for the management of recreation and leisure programs for the Macdonald-Headingley Recreation District that meet community need and contribute to the quality of life of residents of the District.

#### RESPONSIBILITIES

- Planning, development, and execution of a variety of recreation programs.
- Maximize public understanding and increase awareness of the benefits of recreation in the community.
- Identify trends and evaluate current programs to ensure a high degree of innovation and quality in services.
- Development and implementation of policies and procedures that support the delivery of recreation programs.
- Recruit, select, monitor, and schedule program staff.
- Implementation of orientation and training of program leaders/facilitators.
- Assist with the planning of special events and/or projects.
- Collaborate with other staff to execute outreach and marketing of programs to maximize participation and customer satisfaction.
- Coordinate the preparation of program information for use in promotion through Recreation and Resource Guide, website, and social media platforms.
- Schedule facilities required for program delivery.
- Ensure an environment that provides excellent customer service in the community.
- Oversee program equipment and supply inventory.
- Establish and monitor program budgets that meet revenue targets.

- Maintain effective working relationships with community organizations and program partners.

## **QUALIFICATIONS**

### **Skills:**

The Program Coordinator must demonstrate the following skills:

- Exceptional organizational skills
- Strong interpersonal skills
- Self motivated, resourceful, detail orientated and energetic
- Verbal and written communication skills
- Effective decision making and problem solving
- Proficient in Microsoft Office (Word, Excel, and Outlook)
- Ability to prioritize, organize and multi-task to meet deadlines and program requirements.
- Demonstrated supervisory experience and leadership skills
- Flexibility to adjust to dynamic work environment

### **Knowledge:**

The Program Coordinator must demonstrate the following skills:

- Recreation program administration, management, and delivery
- Special event planning
- Experience and knowledge of municipal recreation services and principles – understanding the theory and practice of planned recreation activities, organizational and volunteer development and their application to personal and community development.

### **Ability:**

The Program Coordinator must demonstrate the following personal attributes:

- Ability to work with minimal supervision and in a team environment
- Ability to maintain effective working relationships
- Ability to understand and interpret trends, demographics, and community need

### **Education and Experience**

- Minimum high school education or equivalent
- Post-secondary education in Recreation, or related discipline is preferred.

**Working Conditions:**

- Travel using a personal vehicle is a requirement for this position.
- General office hours are 8:30 am – 4:30 pm.
- Some requirements to work irregular hours to participate in off hour programs, meetings, and events.

**PHYSICAL DEMANDS**

The physical demands 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 essential functions.

While performing the duties of this job, employee constantly sits; grasps; keyboards; uses repetitive movements; uses eye-hand coordination; hears; talks; uses the telephone; has contact with public/customers; works alone. Employee frequently stands; walks; reaches; stoops, kneels, crouches, or crawls; climbs stairs. Employee occasionally drives motor vehicles; tastes or smells.

Employee must be able to occasionally lift to 30 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision.