

Town of Cape Elizabeth

JOB DESCRIPTION

Position Title: **Adult Program Coordinator** Department: Cape Elizabeth Community Services

Reports To: Director Community Services Date: March 2018

GENERAL SUMMARY:

This position is under the direct supervision of the Community Services Director and works to coordinate all recreation and enrichment programs for adults & seniors. The employee in this position supervises, develops and expands programs and events to meet the recreational needs of all Town residents.

Position Classification: This position is classified as a full-time, hourly (non-exempt) position.

Supervisory Responsibilities: This position supervises part-time employees and independent contractors.

ESSENTIAL JOB FUNCTIONS:

- ◆ Plans, coordinates, promotes, and evaluates a variety of recreational programs, including instructional classes, exercise programs, and special events. Creates contracts and schedules, assists with budget preparation and monitoring, and submits activity outlines to Director for approval. Plans, coordinates and supervises adult & senior programming under direction of Director.
- ◆ Interacts with customers, answering general inquiries regarding program content, instructor qualifications, registration questions and general concerns.
- ◆ Develops new and innovative programs and strives to continually improve current programs.
- ◆ Assists in the training of staff for all programs and activities. Provides supervision and oversight, and ensures quality work productivity and services are provided. Presides over programs as needed.
- ◆ Assists with coordination and scheduling use of municipal facilities and transportation. Ensures facilities are properly equipped and prepared for user groups. Supervises the issuance, use, care and maintenance of recreational supplies and equipment.
- ◆ Assists with the creation and distribution of department and program-related brochures, and posting promotional news releases with the Director's approval.
- ◆ Attends staff meetings and staff development training sessions.
- ◆ Assists and coordinates volunteers for programs and special events.
- ◆ Performs other related duties as assigned.

External and internal candidates, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either aided or with assistance of a reasonable accommodation to be determined by management on a case by case basis.

SKILLS/EXPERIENCE/TRAINING REQUIRED:

- ◆ Associates degree in Recreation and/or Leisure Service Management or related field.
- ◆ Two or more years of experience in a progressively responsible recreation programming position.
- ◆ Ability to organize and manage people of all ages.

- ◆ Any equivalent combination of education and experience which demonstrates possession of the necessary knowledge, skills and abilities.
- ◆ Valid State of Maine Driver's License with clean driving record.
- ◆ Considerable knowledge of the principles and practices of municipal recreation programs and the ability to make practical application of them.
- ◆ CPR/First Aid Instructor certification or ability to obtain certification upon hire.
- ◆ Strong supervisory skills and decision-making abilities, proficient in conflict resolution and the ability to communicate verbally and in writing to various and diverse groups and individuals, including children.
- ◆ Considerable knowledge of and proficiency in current computer applications and recreation management software.

SUPERVISORY RESPONSIBILITY:

- ◆ Directly supervises the activities and performance of Instructors, Volunteers and Community Services Staff. Performs supervisory responsibilities in accordance with the Town of Cape Elizabeth policies and applicable laws and in collaboration with the Director. Responsibilities include assistance with the training of employees; planning, assigning, and directing work; assisting with evaluation of staff; addressing complaints and resolving problems.

WORKING CONDITIONS/PHYSICAL DEMANDS:

- ◆ Has extensive personal, telephone and written contact with community groups and the general public, Town personnel and recreation staff.
- ◆ Operates various equipment, mini-bus, and travels to various locations. Required to stand, sit, bend, and squat for extended periods, and to lift and carry up to 50 pounds.
- ◆ Some work is performed in a normal office setting, not subject to extremes of temperature, noise, odor, etc. Use of computer, keyboards, and other office equipment requiring eye-hand coordination and finger dexterity. Balancing, crouching, grasping, pulling, reaching and stooping may also be required.

The above statements are intended to describe the general ratio and level of work being performed by people assigned to do this job. It is not intended to be an exhaustive list of responsibilities and duties required. This job description may be changed, at any time, at the sole discretion of the Town of Cape Elizabeth to provide for the changing needs.