

CITY OF BANNING, CALIFORNIA

Program Coordinator

Job Code: 3328



FLSA

☐ Exempt

☒ Non-Exempt

JOB DEFINITION: Under general supervision, performs a variety of duties associated with supervising the senior center facility and associated recreational activities.

ESSENTIAL FUNCTIONS: *The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

REPRESENTATIVE DUTIES: Supervises the operation of the senior center facility and recreational activities at the community center, as well as plans, implements and purchases supplies for recreational programs and activities. Provides information and referrals to social services, trains and supervises citizen volunteers. Accounts for program registration payments and newsletter subscriptions and provides cash reports. Creates, prints and reproduces flyers and program information for the senior center. Assists senior citizens with completing forms and applications for social services. Attends meetings, conferences and presentations. Conducts presentations and educates the community on senior citizen needs and programs as well as recreational opportunities that are offered. Recruits volunteers to participate in programs and services. Monitors program and center compliance with contract and grant guidelines and procedures. Works directly with Senior Recreation Leader to plan and coordinate youth programs. Performs other duties as assigned or required.

KNOWLEDGE and SKILLS:

- Knowledge of applicable city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders and other operational guidelines and directives.
- Knowledge of the City's and the Department's policies and procedures.
- Knowledge of file management and recordkeeping techniques.
- Knowledge of recreation planning concepts and principles.
- Knowledge of contract compliance and grant guidelines.
- Skill in reading, understanding, interpreting and applying relevant city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders, policies and procedures and other operational guidelines and directives.
- Skill in assessing and prioritizing multiple tasks, projects and/or demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in assessing, analyzing, identifying and implementing solutions to complex problems.
- Skill in establishing and maintaining effective working relations with co-workers, staff, vendors, contractors, visitors, the general public and others having business with the City of Banning.
- Skill in operating a personal computer utilizing a variety of software applications.

MINIMUM QUALIFICATIONS: Three (3) years of progressively responsible recreation experience and special event planning.

ADDITIONAL REQUIREMENTS: Must have at the time of application and must maintain a California driver license.