

CITY OF INDEPENDENCE

PROGRAM COORDINATOR

(PART-TIME)

OVERVIEW: This position is responsible for the implementation of the city's recreation programs and coordination of special events. Reports directly to Senior Center Director.

ESSENTIAL JOB DUTIES:

- Plan and monitor programs for public recreation of all ages within the community
- Responsible for scheduling and monitoring rental of shelters and coordination of activities involving park fields: e.g., baseball, pickleball, soccer, football, basketball, etc.
- Work independently and oversee activities at designated locations such as parks, school facilities, sports fields and other public facilities
- Responsible for seeking and obtaining sponsorships, either in-kind or monetary, for city events including, but not limited to, fireworks celebration, Christmas Walk and amphitheater activities.

OTHER JOB DUTIES: Promotes recreational programs through advertisements, flyers, social media, etc. Supervises the safe care, operation, and maintenance of all equipment and facilities used by the recreation department, includes set up and tear down for special events. Assist in the preparation of department's annual city budget. Work with recreation contractors and vendors in the purchasing and maintenance of recreation equipment. Must be cooperative in many aspects of the job such as coordinating activities/programs with other departments within the city as well as county officials including fiscal court, public services, etc. Represents the city at tri-county recreation meetings. Must be computer literate. May assist with grant applications for city parks, recreation, downtown renovation, etc. Assist Senior Center Director with management of Farmer's Market and meeting with market vendors. All other duties as assigned.

TRAINING & EXPERIENCE: Graduation from a standard high school or the equivalent. Must be able to obtain a valid driver's license. 3+ years of relevant experience in office management, program coordination, community outreach, recreation or related field is preferred.

KNOWLEDGE, SKILL AND ABILITIES:

- Ability to work with and maintain a friendly working relationship with other employees of the city and other public agencies.
- Ability to work a flexible schedule including some evenings and weekends.
- Must have excellent oral and written communication skills.
- Ability to schedule and oversee several volunteers during events.
- Ability to deal courteously with the general public.
- Ability to establish and maintain an effective working relationship with co-workers, other city agencies and the community partners.

The pay range for this position is \$13-\$20/hour, based on qualifications and experience.

Interested Candidates can send their resumes to cmoriconi@cityofindependence.org.