

CITY OF SHAKER HEIGHTS
Position Vacancy Announcement
FOR IMMEDIATE POSTING
March 6, 2018

Job Title: Program Coordinator – Park Programs
Department: Recreation
Starting Salary: Mid-High Forties, DOQ
Hours of Work: Full time employment at 37.5 hours per week. Weekends, evenings required as well as some holidays.

GENERAL DEFINITION AND CONDITIONS OF WORK:

Under general supervision from the Recreation Director performs professional duties in planning, developing, instructing, coordinating, implementing, and supervising recreation programs and facilities for the City of Shaker Heights. This includes planning standard, intermittent and spontaneous adult, youth, senior and family recreation programs. Work with community organizations to implement desired programs. Duties also include park management functions such as equipment management and facility improvements. Maintain fiscal records of programs and assist with capital projects. Supervision is exercised over part-time, seasonal and or volunteer staff.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Plans, implements, coordinates and evaluates a variety of activities that are community based; strong creative programing; community engagement. Responsible for park supervision and inventory. Oversee capital improvements and projects.

- Monitor and manage park equipment inventory; make recommendations for park improvements.
- Organizes and direct activities at playgrounds, parks and other recreational areas; responsible for communicating and ensuring observance of required safety rules by visitors.
- Successfully work with other City departments, community organizations and residents to identify and implement community based programs.
- Initiate meetings, surveys, and other ways for communicating with and receiving feedback from the community stakeholders.
- Responsible for park program promotions and marketing; distribute information to the community through multiple channels.
- Assist with capital projects.
- Maintain program and park records including inventory, participation, financial, and other documentation as necessary.
- Supervise seasonal employees and volunteers.
- Maintain awareness of program trends and new developments.
- Assist with community events operated by Recreation Department.
- Assist with maintaining all recreation department facilities.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of standard office practices, procedures, equipment and office support techniques; thorough knowledge of business English, spelling and arithmetic; general knowledge of departmental operations and services; ability to type accurately and at a reasonable rate of speed; ability to establish and maintain effective working relationships with associates and the general public; ability to make arithmetic calculations and maintain accurate files and records; ability to follow oral and written instructions; general knowledge of Microsoft Office, skilled in the operation of standard office and computer equipment. Familiarity with the neighborhoods of Shaker Heights is desired.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to a bachelor degree from an accredited university or college with a degree in parks, recreation, sports management or related field of study or a minimum of 3 years of experience in recreation program coordination. Ability to obtain Certified Playground Safety Inspector certification within two years of employment.

PHYSICAL REQUIREMENTS

This is active work requiring the exertion of up to 30 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects, and some light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires stooping, reaching, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, and

observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Effective February 12, 2016 the City of Shaker Heights will no longer hire external candidates who use any form of tobacco or nicotine products.

PLEASE FILE CITY APPLICATION AND/OR RESUME WITH CITY OF SHAKER HEIGHTS HUMAN RESOURCES DEPARTMENT, 3400 LEE ROAD, SHAKER HEIGHTS, OHIO 44120 OR E-MAIL TO human.resources@shakeronline.com EOE