

CITY OF FORT WAYNE JOB POSTING

Applicants and Employees must meet duties/essential functions and minimum requirements.

Job Vacancy:	Program Coordinator-Salomon Farm	Department:	Parks & Recreation
Requisition Number:	2025228		
Hours:	40 hours per week. Varies & may include evenings, weekends, and holidays	Rate of Pay:	\$26.6106 per hour
Date Posted Up:	5/9/2025	Date Posted Down:	Until Filled
Time Up:	8:00 a.m.	Time Down:	

SUMMARY

Under the direction of the Supervisor of Salomon Farm, the incumbent supervises the property, livestock, Farm Camp, Farmer's Market, special events, programs, and volunteers at Salomon Farm Park. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with the City safety rules and operating regulations, policies and procedures as well as federal, state, and local regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism, along with the following duties. Other duties may be assigned.

- Maintains schedules for Salomon Farm Park staff, as assigned;
- Assists Supervisor with rental schedule and rental inquiries, as directed;
- Coordinates rental facility showings as needed;
- Coordinates with and trains Park volunteers;
- Monitors and maintains all livestock, pens, and pastures, as directed;
- Assists with daily animal care, as directed;
- Enforces park rules;
- Operates a tractor on a routine basis for mowing, wagon rides, and other tasks;
- Assists with and performs grounds maintenance tasks as needed, under the direction of the Supervisor;
- Manages Salomon Farmer's Market;
- Performs custodial duties, including floor care, trash removal, restroom sanitation, window and kitchen cleaning, and ensures restrooms are fully stocked and maintained;
- Coordinates and oversees Farmin' Fun Day Camp programming and fills in for staff when necessary;
- Plans, develops, and facilitates programs;
- Communicates and coordinates with visiting public, rental patrons, seasonal staff, and Parks staff;
- Attends monthly meetings with staff and supervisor or other meetings as assigned;
- Develops, coordinates, and implements programs and events at Salomon Farm Park;
- Researches, plans, develops, and implements programs including lesson plans, budgets, equipment, displays, exhibits, and evaluations;
- Assists with development of short- and long-range goals and objectives for Salomon Farm Park;
- Maintains statistical records of program attendance, revenue, and expenses;
- Deposits program fees, attendance, and revenue forms at the main office;
- Assists with Supervisor with training and overseeing seasonal staff and part-time recreation leaders and workers, as needed;
- Coordinates and assigns the work of staff and volunteers;

- Leads, directs, and instructs activities; works directly with program participants and serves as a role model;
- Enforces park department rules;
- Meets with the manager and conducts staff meetings and staff training as needed;
- Greets the public and answers questions;
- Maintains inventory of supplies and equipment;
- Assists with interviews and hires staff as needed;
- Maintains a file of images (digital and other forms) to be used for website and other promotions;
- Assists with social media and other marketing strategies;
- Fills in for the Supervisor of Salomon Farm Park in their absence.

MARGINAL FUNCTIONS

- Meets with committees, service organizations, and other ad hoc groups as needed;
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- Supervises seasonal and part-time staff, as assigned;
- Recruits, trains, coordinates, and assigns the work of staff and volunteers;
- Leads, directs, and instructs activities; works directly with program participants and serves as a role model;
- Responsible for safety and child protection practices;
- Assists with Supervisor responsibilities in Supervisor's absence;
- Has routine supervision over 6-20 volunteers, contractual employees, and seasonal staff.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Any combination of education and/or experience equivalent to a Bachelor's degree (B.S.) from a four-year college or university in outdoor recreation, education, or a related field; one year of successful paid experience supervising in an outdoor recreation/education setting.

- Certified in Community First Aid and Adult, Infant/Child CPR;
- Knowledge of local, state, and federal laws pertaining to conservation, wildlife, hunting, and fishing;
- Ability to be trained on livestock or animal handling for program purposes;
- Two years of experience developing programs, writing instructions for educators, and working with the public;
- Ability to communicate effectively and professionally with the public and news media;
- Ability to work flexible hours including weekends, mornings, evenings, and holidays to suit program needs;
- Knowledge of basic principles of education and skill in developing lesson plans;
- Ability to supervise others;
- Ability to work outdoors in varying weather conditions;
- Ability to be trained in the use of hand and power tools;
- Must possess organizational and communication skills conducive to maintaining an optimum working relationship with administrative staff and other professionals;
- Ability to understand specialized knowledge of theoretical principles and practices developed through on-the-job training;
- Ability to handle unforeseen circumstances involving people, equipment, and/or nature.

OTHER KNOWLEDGE, SKILLS, and/or ABILITIES

- Ability to be trained in mower safety, weed trimmer, and tractor operation safety;
- Organizational skills conducive to setting priorities, meeting deadlines, and coordinating events;
- Effective written and oral communication skills conducive to dealing with the general public, co-workers, subordinates, and supervisors;
- Ability to understand moderately complex, relatively standardized tasks, processes, or operations;
- Ability to apply routine practices, rules, regulations, procedures, or techniques relevant to assigned tasks;
- Must possess a moderate amount of experience in supervision;
- Must possess mower and weed trimmer safety skills.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before customers or employees of the organization. Contacts occur with the supervisor, departmental associates, and the general public to give and receive factual information about the work.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Incumbent makes choices and decisions and acts on varied non-standardized, non-routine assignments. Errors in decision or work are either readily detected and/or corrected through supervisory review. Incumbent has contact with persons employed by other agencies or with the public. Incumbent handles questions and complaints requiring judgment and tact to render service, carry out policy, or maintain coordination.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Indiana Driver's License (required if operating a City vehicle)
- Certified in First Aid and Adult, Infant/Child CPR

PHYSICAL DEMANDS

The physical demands described 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.

Incumbent follows standardized practices, procedures, or general work instructions. Work requires analysis and judgment. Verification of work is performed while work is in process, at critical phases, and upon completion. Incumbent's work requires some contact with changing conditions and occasional lifting or moderate labor. The incumbent is normally standing or walking; lifting of light objects may be necessary. The incumbent must have the ability to lift 25 lbs regularly and 50 lbs occasionally and carry the weight a minimum of 10 feet. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work requires some contact with changing conditions, some lifting or moderate labor involved. Incumbent is normally standing, walking or lifting light objects. Incumbent may require greater than normal physical abilities such as visual or hearing activity.

Incumbent works inside and outside in normal weather changes; work requires walking about various types of terrain with exposure to hazardous conditions and dust.

Applications may be submitted on-line at www.cityoffortwayne.org or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1st Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Applicants must be 21 years of age or older to hold a CDL with the City of Fort Wayne. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.