

CITY OF FORT WAYNE JOB POSTING

Applicants must meet duties/essential functions and minimum requirements.

Job Vacancy:	Program Coordinator Facility (Adult & Volunteer)- Conservatory	Department:	Parks & Recreation
Requisition Number:	2019123		
Hours:	8:30 a.m. – 5:30 p.m., Tues- Sat. (may vary)	Rate of Pay:	\$40,789.84 Annually
Date Posted Up:	5/2/19	Date Posted Down:	Until Filled
Time Up:	8:00 a.m.	Time Down:	

SUMMARY

Under the direction of the Conservatory’s Supervisor of Public Programs, the incumbent develops and produces educational and recreational programs and displays to engage the public with the Conservatory’s people, gardens, and exhibits; to attract adult participants, volunteers, and members; to facilitate enjoyment and learning in a garden setting; and to promote loyalty to the Conservatory. The incumbent is expected to exercise a fair amount of good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with City and department policies and procedures as well as federal, state, and local regulations. At all times, the incumbent conducts him/herself in a professional manner with customers and co-workers. In addition, this position researches and develops bold interpretation for themed seasonal Showcase exhibits.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the ability to interact with the public, City employees, volunteers, and outside agencies with patience, tact, respect, and professionalism and the following; other duties may be assigned.

PLANNING/JUDGEMENT

- Develops and produces a year-round schedule of adult-focused events, classes, concerts, plant shows, sales, and swaps, recognition events, and art displays in keeping with our brand as a public garden;
- Researches and develops interpretative concepts, copy, and delivery to enhance or carry themed seasonal Showcase exhibits;
- Recruits, interviews and engages volunteers for the Conservatory and Lawton Park Greenhouse;
- Responsible for orientation, supervision, assessment, recognition, discipline and dismissal for 150+ volunteers. Keeps and updates volunteer records, provides reports, rosters, and mailing lists to supervisory staff as needed. Maintains professional relations and confidentiality;
- Recruits, interviews, and engages seasonal, part-time or contractual instructors and performers; prepares contracts; evaluates work, keeps records, and gives feedback;
- Produces successful Plant Sale fundraiser to meet revenue and participation goals;
- Develops budgets and costing forms, tracks expenses, processes invoices, and provides financial reports; operates within budget;
- Meets deadlines for program development, implementation, evaluation, and improvement;

SUPERVISION/LEADERSHIP

- Maintain effective leadership and role model relationship with volunteers, staff, contractors, and program participants;
- Leads volunteer Education Council in support of adult programming;
- Inspires high performance in paid and volunteer staff through example and constructive feedback and participates in continuing education opportunities for self-improvement;

MANAGEMENT/OPERATIONS

- Responsible for semi-monthly public adult classes and workshops promoting gardening, healthy lifestyles, and related topics;
- Produces music concerts with local, regional or national talent to meet attendance, sponsorship, and niche market goals;
- Effectively use specialized skills in event planning and implementation;
- Prepares promotional copy and takes digital photographs for marketing purposes;
- Submits work reports, volunteer reports, and program reports;
- Coordinates use of facility space with other Conservatory staff; reserves rooms using Outlook and prepares facility set-up sheets; coordinates work with supervisory staff for program support;
- Provides food service and hospitality for Conservatory programs;
- Responsible for recruiting, selecting, scheduling, and promoting art displays for meeting room walls;
- Responsible for acquisition, distribution, disposal, and storage of program supplies;
- Makes presentations to on- or off-site adult groups;
- Networks with other agencies for successful participation in joint ventures such as Fright Night, Night of Lights, Winterval, Three Rivers Festival, and other community events;
- Effectively communicates both orally and in written format;
- Effectively uses computers and such software as Microsoft Word, Excel, Publisher, PowerPoint, Outlook; and RecTrac recreational software and Volgistics to prepare, save, and distribute information.

MARGINAL DUTIES

- Contributes ideas for themed gardens and exhibits;
- Meets needs for diversity, accessibility, and reasonable accommodation;
- Promotes gift shop/café/Sales Garden traffic to meet revenue and participation goals;
- Able to competently operate audio-visual equipment;
- Provides front desk, gift shop and butterfly exhibit coverage as needed;
- Assists with other facility activities and services as assigned.

SUPERVISORY RESPONSIBILITIES

This position supervises contractual instructors/performers/providers and some volunteers.

PERFORMANCE EXPECTATIONS

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform essential duties 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 duties.

EDUCATION and/or EXPERIENCE

Bachelor's degree (B.A. or B.S.) from four-year college or university in public relations, hospitality, event planning, volunteer management or related field; and two to three years of successful experience planning events and/or managing volunteers; or equivalent combination of education and experience. Event planning experience required as well as knowledge of gardening, biology or natural history.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to use appropriate language and etiquette with telephone, handheld radio, and computer e-mail essential. Fluent English required; Spanish or Burmese language skills desirable.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Indiana driver's license for use of Park Department vehicle. Ability to acquire ServSafe food handling certification and First Aid/CPR certification within first year of employment.

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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and must be able to talk and hear. The employee frequently is required to walk, sit, and reach with hands and arms. The employee is occasionally required to stand; climb or balance; stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus. Most lifting, moving, and vision requirements are associated with setting up and tearing down for programs, working at the computer, and managing groups of people effectively.

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.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, and extreme heat. The noise level in the work environment is usually moderate.

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. 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.
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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.