

**\*\*\*Reposting\*\*\***

**CITY OF FORT WAYNE JOB POSTING**

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

Job Vacancy:	<b>Program Facility Coordinator – Sports/Recreation</b>	Department:	Parks & Recreation
Requisition Number:	2016180		
Hours:	40 hours per week. Flexible schedule with some weekends and holidays	Rate of Pay:	\$36,461.00 - \$38,000 annually
Date Posted Up:	3/10/17	Date Posted Down:	Until Filled
Time Up:	9:00 a.m.	Time Down:	

**SUMMARY**

Working under the direction of the Supervisor IV of McMillen Park Community Center, the position coordinates plans, organizes, conducts and implements a comprehensive year-round schedule of sports, leisure, recreation, arts, social, and education activities and programs, with a special emphasis on recreational programs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Provides programming assistance as needed;
- Coordinates adult and youth recreation programs within the facility and with outside groups and organizations;
- Assists in hiring, training and supervising staff;
- Determines and secures resources needed including facilities, staff, equipment, supplies, instructors, etc.,
- Plans and Implements assigned grant sponsored programs;
- Plans and implements specialized classes, activities, programs; ensure a variety of sport, recreation programs are planned and implemented;
- Monitors, supervises, and evaluates activities, as well as instructors, volunteers, and any subordinate staff;
- Prepares and submits reports;
- Sets up and/or cleans up facilities and is responsible for building security;
- Collects fees and assesses charges;
- Enters and issues cash receipts for collections of cash, check and deposit slips;
- Generates cash receipt reports for preparation of deposit daily;
- Responsible for verifying cash receipts entered;
- Proficient in Microsoft Office software, including Word, Excel, Access and Power Point;
- Communicates with staff, other employees, participants, and public.

**MARGINAL DUTIES**

Assists with other center activities/services as assigned.

**SUPERVISORY RESPONSIBILITIES**

Position supervises several seasonal/part – time employees, instructors, and volunteers.

**REQUIREMENTS**

- Minimum of two years of successful experience teaching/leading youth and adults with progressive responsibility in a recreational or educational setting;

- Specialized skills of recreation, education, or work experience as it relates to planning and organizing adult and youth recreation programs and activities;
- Basic knowledge of standard principles, methods and practices of recreation program/activity planning and implementation;
- Effective communication skills, both oral and written;
- Ability to establish and maintain effective leadership and role model relationship with participants;
- Must have transportation and maintain a valid Indiana Driver's License.

### **EDUCATION and/or EXPERIENCE**

Bachelor's degree (B. A.) from four-year college or university; or equivalent combination of education and experience.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Valid Indiana Driver's License;
- First Aid and CPR Certification.

### **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 talk or hear. The employee frequently is required to sit and use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and 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 25 pounds.

**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.

Applications may be submitted on-line at [www.cityoffortwayne.org](http://www.cityoffortwayne.org) or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1<sup>st</sup> 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. 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.