

CITY OF FORT WAYNE JOB POSTING

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

Job Vacancy:	Program Facility Coordinator-McMillen Park Community Center	Department:	Parks & Recreation
Requisition Number:	2025215		
Hours:	40 hours per week, flexible schedule with some weekends and holidays	Rate of Pay:	\$23.1751 per hour
Date Posted Up:	4.17.25	Date Posted Down:	Until Filled
Time Up:	3:30 PM	Time Down:	

SUMMARY

Working under the direction of the Manager of McMillen Park Community Center the position is responsible for organizing and implementing processes of the general office, and plans ,organizes, and implements a comprehensive year round schedule of sports, leisure, recreation, arts, social, and education activities, services, and programs. 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 and the following. Other duties may be assigned.

PLANNING/IMPLEMENTATION

- Researches, creates, implements, and plans day to day programs for the youth and adults;
- Plans and Implements assigned grant sponsored programs;
- Plans and implements specialized classes, activities, and programs as needed;

INFORMATION/COMMUNICATION

- Assists in hiring, training and supervising staff;
- Communicates with staff, other employees, participants, and public.

MANAGEMENT/OPERATIONS

- Proficient in Microsoft Office software, including Word, Excel, Access and Power Point;
- Assists with food services operations including but not limited to “Kid’s Café,” “Summer Lunch Program” or other programs;
- Assists with coordination of outreach programs with outside groups making contacts with businesses and program providers, to bring new programs into the center etc.;
- Monitors, supervises, and evaluates activities, as well as instructors, volunteers, and any subordinate staff;
- Prepares and submits reports to the supervisor, i.e. weekly numbers, monthly written report etc.;
- Assists with facility set up and/or clean up and facility security;
- Collects fees and assesses charges following city policies and procedures;
- Records and processes cash receipts for collections, including cash, checks, and deposit slips;
- Prepares daily cash receipt reports for deposit;
- Ensures accuracy by verifying all recorded cash receipts;

- Completes daily, weekly, or monthly reporting as requested by the supervisor;
- Backs up the supervisor and assumes the responsibilities of the supervisor if and/or when he/she is out of the building including but not limited to, completing reports and supervising staff, youth and reporting to the manager.

MARGINAL DUTIES

Assists with other center activities/services as assigned.

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.

SUPERVISORY RESPONSIBILITIES

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

REQUIREMENTS

- Minimum of two years of successful experience teaching/leading youth with progressive responsibility in a recreational or educational setting;
- Specialized skills of recreation, education, or youth works as it relates to planning and organizing youth 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
- Servsafe certified

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 50 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 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.