



PROGRAM COORDINATOR THE STEPHENSON Full-Time Non-Exempt

A. GENERAL PURPOSE

Under general supervision of the Recreation Program Manager, this position develops and implements specialized recreational programs and activities for youth, adult, and family participants at the Stephenson building and parks. This position supports internal programs, contract programs, and events at The Stephenson.

B. ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assists to develop, market, schedule, implement, conduct, and coordinate The Stephenson activities, programs, and special events.
2. Supports City community events and initiatives, including but not limited to Dripping Springs Night Sky and Bird City efforts.
3. Coordinates and leads assigned recreational programs, which may include youth camps, after-school programs, teen programs, family programs, adult programs, and community classes.
4. Assists in the development, scheduling, coordination, and oversight of programming at the Stephenson School Building, including but not limited to wellness, early childhood, enrichment, educational, cultural, and community-based programs. Coordinates with contract instructors and program partners, including scheduling, communication, program setup needs, participant information, and program delivery expectations. Provides operational and programmatic support across Parks & Community Services facilities and program areas, including assisting other Program Specialists as needed.”
5. Develops new programs and evaluates existing programs to meet community needs, increase participation, and support department goals.
6. Ensures all events and activities conform to appropriate safety rules.
7. Always tends to the health and safety of participants in the position’s care.
8. Serves as a key component of the safety chain of command and must be confident and prepared to render first aid if the need arises.
9. Exudes positivity; encouraging youth to try their best, participate in all activities, and build relationships with participants, families, contract instructors, volunteers, and staff.

10. Leads with confidence, kindness, creativity, and enthusiasm.
11. Understands the importance of safety, vigilance, and order and can work effectively with little supervision in a fast-paced and highly energetic environment.
12. Transports and/or accompanies program and event participants.
13. Coordinates with other organizations and businesses. Solicits donations and builds community relationships.
14. Performs day to day point of sale transactions utilizing current business operations software.
15. Completes and maintains forms, records, and reports.
16. Provides participants and the general public with information.
17. Ensures proper facility and equipment set up and maintenance.
18. Maintains inventory of supplies, tools, equipment, and prizes.
19. Maintains effective working relationships with employees and city officials.
20. Ability to establish, maintain, and foster positive and effective working relationships with the public and those contacted during work.
21. Maintains confidentiality and exercises prudent judgment on sharing of information.
22. Performs other related duties as assigned.

C. SUPERVISION

Works under the general direction of the Recreation Program Manager.

D. EDUCATION AND EXPERIENCE

1. Graduation with an associate degree from an accredited college or university in Recreation or a related field, plus one (1) year of experience related to the development and implementation of the assigned programs.
2. Experience may substitute for education up to a maximum of two (2) years.

E. TOOLS AND EQUIPMENT USED

Personal computer (provided) including word processing and spreadsheet software, 10-key calculator, phone, copy/printer machines, and any other office equipment needed for this position. Employee shall be familiar with Civic Rec or shall be willing to be trained upon employment.

F. SPECIAL REQUIREMENTS

1. Must possess a valid Class C Texas Driver's License, clean driving record and working vehicle. The employee is occasionally required to move about Stephenson and visit various sites throughout the City.
2. Standard First Aid and C.P.R. certifications desirable but not required. The employee may acquire this training once hired with the City.
3. Ability to establish and maintain effective working relationships with employees, City officials, media, and general public.
4. Ability to communicate effectively orally and in writing.
5. Ability to handle confidential and sensitive information while maintaining confidentiality.
6. The employee must be able to lift up to 50 pounds on an infrequent basis.

G. WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to perform the essential functions if needed.

1. While performing the duties of this job, the employee regularly works in outside weather conditions. Indoor and outdoor environments; exposure to extremes in weather condition; exposure to vibrations and noise; work on slippery or uneven surfaces, work with electricity; work with and around heavy machinery, work in or near vehicle traffic; exposure to dust and fumes from motorized equipment; possible exposure to toxic chemicals.
2. The noise level in the work environment is usually moderate with frequent interruptions.

Employee must be comfortable working with participants of all ages in indoor and outdoor program environments, including parks, event facilities, historic buildings, classrooms, and community spaces.

H. WORK HOURS

This is a full-time non-exempt position. Core work hours will be set by the Recreation Program Manager. This position includes weekend hours, evening and night hours and Holiday hours as assigned year-round and shares the responsibility for staffing programs, facilities, and events as assigned. during these hours with the park and Event Center staff. This position is non-exempt and eligible for overtime pursuant to the needs of the City, if the employee works more than forty (40) hours in a seven (7) day work period, and at the direction of the Recreation Program Manager. Any overtime hours performed must be preapproved by the Recreation Program Manager

I. SALARY

Salary is commensurate with the position. Pay days are otherwise determined by the "City of Dripping Springs Personnel Manual."

J. BENEFITS

Benefits shall be in accordance with those outlined in the "City of Dripping Springs Personnel Manual," as may be modified by the employee's offer letter and subsequent revisions to the Manual.

K. EQUAL OPPORTUNITY EMPLOYER

The City's employment decisions are made without regard to race, color, religion, sex, age, national origin, sexual orientation, disability, or marital status. Discrimination or harassment against any person in recruitment, examination, appointment, training, promotion, discipline, or any other aspect of personnel administration because of political or religious opinions or affiliations, membership, or non-membership in employee organizations, or because of race, color, national origin, age, disability, veteran status, sex, sexual orientation, or marital status is prohibited. To discuss an accommodation, please contact the Human Resources Director, Chase Winburn, at (512) 503-8313.

Please note: This Position Description is not a contract and shall not be construed to alter an employee's at-will relationship. The terms and conditions of any employee's position with the City may be altered by the City Council at any time. To the extent reasonably possible, this Job Description, the Personnel Manual, and the employee's Offer Letter shall be read together in harmony. If there are conflicts between this Position Description, the Personnel Manual, and the employee's Offer Letter, the most specific term or condition of employment shall govern.