

City of Madison

Job Description



Title: Program Coordinator - Exceptional Needs

Department: Recreation

FLSA Status: Non-Exempt

Pay Grade: 107

New Position Position Change Effective Date 2/10/2025

The following information is designed to outline the functions and position requirements of this job. It does not identify all tasks that may be expected, nor address the performance standards that must be maintained.

General Position Summary:

The position is responsible for supervising city special events and the city's special needs / populations programs. This position works closely with the Director and Mayor's office to prioritize city and community events. Duties include recruiting, training, planning and evaluation of various community projects. Duties also include planning, promoting, and execution of various recreation activities, special events, and special needs programs.

Essential Functions/Major Responsibilities:

- Develop, implement, organize, coordinate, market, and promote special events.
- Coordinates special events for the Recreation Center, including holiday events (such as Easter Egg Hunt, Christmas Parade, 4th of July events, etc.). To include event schedule, day of events, proper documentation/permits and assuring adequate resources are available for participants. Promote events through appropriate and timely marketing. Coordinating registrations.
- Assists the Mayor's Office with various city special events (including the Madison Street Festival, charity events and other community events).
- Prepares and submits Request for Payment and Purchase Orders for special events, and tracks costs and budgets.
- Represents the Madison Recreation Department and maintains appropriate relationships with area organizations and other departments, community leaders and businesses who may support city events. To include securing support for events through fundraising, sponsorships, and donations.
- Helps develop agendas and leads committee and individual group meetings.
- Promote programs and special events by preparing ads, flyers, posters, displays and articles and press releases for appropriate media. Works with the City Communication Specialist and Mayor's Office for marketing and video production.
- Maintains reports and records for all ongoing contracted programs.

Special Needs / Populations Coordination

- Develops and coordinates city-sponsored special needs events.
- Creates and maintains city-sponsored special needs programs
- Works with other local special needs organizations and boards.
- Make public presentations regarding special needs programs and offerings of the city of Madison
- Stays current with special needs trends and programs suitable for the outreach needs of the community
- Monitor success of programs, following up with volunteers and coordinators regarding the success of the volunteer process.
- Maintains strong relationship with community sources of volunteers.
- Monitors contract program instructors to ensure compliance with service agreements; ensure program compliance.
- Assists in training staff in best practices, improving instruction, managing data, and improving participant performance.
- Attending meetings related to the job scope.
- Arranging and updating contracts for related services

Marketing

- Develop strategic marketing initiatives and activities
- Promote programs and departmental events by preparing ads, flyers, posters, and displays.
- Markets and advertises for departmental events and programs.
- Manages the departmental social media pages in addition to the city website.
- Creates and releases market research for community input on future programming needs.
- Create, maintain, and strengthen the department's overall brand through all media avenues

Secondary Functions:

- Provides backup support/coverage to other Program Coordinators and all positions in department, including clerical and administrative tasks as needed or assigned.
- Performs other related duties as required.

Job Scope:

- Decisions are made within general city policy constraints but also require independent decision-making.
- Responsible for budget preparation for special populations programs and all seasonal special events and various programs.

Supervisory Responsibility:

Contracted program instructors related to the field, volunteer workers, and seasonal staff for special events.

Interpersonal Contacts:

Interact with teams of volunteers, Recreation coworkers, contracted program instructors, and recreational professionals from various cities throughout the State of Alabama, as well as City leaders and community organizations and leaders.

Knowledge, Skills, and Abilities:

- Knowledge of coordinating special public events and volunteer programs.
- Knowledge of parks and recreation programs.
- Skilled at gathering and evaluating input for decision-making.
- Skilled in organization, project management, and prioritization skills.
- Skilled in the use of Microsoft Office products.
- Skilled in written and oral communication and presentation skills.
- Ability to demonstrate sound judgment, creativity, and enthusiasm for the programs.
- Ability to develop and coordinate new events and volunteer groups and committees.
- Ability to develop teams and motivate self and others.
- Ability to handle diverse populations with conflicting needs and expectations. Creating a sense of teamwork.
- Ability to multi-task and work independently on several projects simultaneously.
- Ability to work under pressure and meet strict deadlines.

Education and/or Experience:

- Bachelor's Degree in related field.
- Three (3) years of professional experience in working with Special Needs populations, project or program coordination, and/or marketing.

Additional Requirements:

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Job Conditions:

- Strong background record required, due to accessibility to employee and city property and contact with children and public.
- Dependability and consistent attendance are required due to program needs.
- Must maintain a strong driving record for city-insurance purposes and record may be periodically checked by the City; and must be able to drive independently.
- Must be able to work varying flexible hours, extended hours, weekend and holidays. May experience frequent interruptions.
- May require work in an environment where there are temperature fluctuations, noise, poor ventilation, dirt, dust, etc.
- May require some travel for state association meetings, conferences or training.
- May be reassigned to other programs by management at any time.

Physical Capabilities:

- Ability to maintain stationary position up to 50 percent of the time.
- Ability to transverse both indoor and outdoor environments, may include inclement weather. May include ascending or descending ladders, hills, or similar.

- Ability to maintain files.
- Ability to communicate information and ideas so others may understand and exchange information accurately in any situation.
- Ability to move or position items weighing up to 20 pounds.

Mayor Approval, Date

Department Head Approval, Date