Job Title:	Program Coordinator	Position Type:	Full Time / Non-Exempt
Division:	Woodway Family Center	Department:	Community Programs

Description of Work

ROLE AND RESPONSIBILITIES

General Definition: This position assists in the daily activities and programs of the City of Woodway Family Center and performs related duties as directed.

Supervision Received: Reports to the Family Center Superintendent.

Supervision Exercised: Volunteers, coaches, officiating personnel, program participants, and contractual personnel and participants.

Examples of Duties: This position assists in the planning, budgeting, directing, supervising, and daily activities and long-term programs of the City of Woodway Family Center, including but not limited to: organizing sport activities, recreational programs, tournaments, officiating staff, and overseeing facility and field maintenance. Also assists with special events, community outreach, and sponsors. Will assist at the Carleen Bright Arboretum and the Pavilion with special events and complete other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge: Knowledge of assorted recreational and sports activities (including rules, necessary equipment, and necessary personnel); knowledge of first-aid and safety procedures. Knowledge of computer software; specifically, Microsoft Word and Excel. Knowledge of cash handling and managing transactions.

Skills: Skill in developing and recording data. Skill to communicate in writing and orally. Skill in enforcing rules and regulations of organized sporting events.

Abilities: Ability to plan, schedule, organize, and lead recreational activities; ability to instruct youth and children in various sports and games; ability to relate and work with children and youths; ability to supervise volunteers and paid personnel; ability to work within a budget and assist in the preparation of a budget; ability to collect and record money transactions; ability to keep records, prepare and present reports; operate a computer and other office equipment; operate sports equipment such as an official timer, score-keeper, and P.A. system; type forms, flyers, charts, letters, schedules, reports, rules and various other documents as required; ability to develop, establish, and follow safety procedures; ability to communicate effectively and clearly in writing and orally with the public (including upset, complaining, or irate individuals); ability to quickly analyze situations or problems and formulate solutions; ability to establish and maintain effective working relationships; ability to operate a motor vehicle; ability to adjust and work a flexible work schedule; ability to be mentally alert to make sound judgments and decisions even when distracted by noise, activity, or the environment; ability to respond physically and mentally to emergency situations; ability to perform janitorial and maintenance duties as needed; ability to run, sit for extended periods, reach upper storage areas, lift and carry up to 50 pounds, stand and crouch for extended periods; ability to change locations and positions quickly; ability to see and hear various sporting events and effectively communicate decisions to players, coaches, and spectators; ability to work in an indoor or outdoor environment; ability to don and effectively use protective equipment; ability to oversee or to capably perform all duties alone as needed; ability to meet deadlines; ability to multi-task; ability to project a confident but tactful

manner; ability to set-up and take down all equipment needed for events (ex: balls, bats, helmets, etc.); ability to report to work at an assigned time; ability to work with senior citizens and other members of the community.

EDUCATION/EXPERIENCE

High school graduate. One year of previous work experience in a related setting (ex: physical education, recreational activities, tournament sporting events, or officiating at various athletic activities) preferred. Experience in social media and marketing a plus.

Any work-related experience resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities is an acceptable substitute for the above specified education and experience requirements.

Licenses and Certificates: Texas Class C driver's license and driving history acceptable to the City. Able to obtain and maintain current CPR and basic First Aid training.

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED AND ARE NOT INTENDED TO BE AN EXHAUSTIVE LIST OF ALL RESPONSIBILITIES, DUTIES, AND SKILL WHICH MAY BE REQUIRED. ALL EMPLOYEES ARE EXPECTED TO PERFORM TASKS AS ASSIGNED BY SUPERVISOR.

Job Description:	Program Coordinator / WFC	Revised:	September 24, 2024

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Employee Signature Date