

CITY OF
CHARLESTOWN

EST. 1808

Dr. Treva Hodges, Ph. D.
MAYOR

JOB POSTING: PARKS & REC PROGRAM COORDINATOR- FULL TIME

The City of Charlestown has an immediate opening for a Program Coordinator for the Parks & Recreation Department.

POSITION:	Lead Manager
DEPARTMENT:	Parks and Recreation
WORK SCHEDULE:	As assigned, Moderate Flex time available, weekend work required
JOB CATEGORY:	PAT (Professional, Administrative, Technological)
DATE POSTED:	October 20, 2021
STATUS:	Full Time, Benefits Eligible
PAY RATE:	Max Salary set at \$653.84/week by City Ordinance
FLSA STATUS:	Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Distinguishing Characteristics

The Program Coordinator for Parks and Recreation (PCPR) plans, manages, and coordinates various recreational and educational programs and special events for the City of Charlestown under the supervision of the Director of Parks and Recreation (DPR), supervises the work of full and/or part time Parks and Recreation staff, and assists the DPR with daily department operations including budget preparation and management and calendaring of events. The PCPR helps ensure that citizens have spaces to exercise, play, and do other activities to improve their quality of life.

Essential Duties and Responsibilities

The duties listed below illustrate the variety of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar and related to the distinguishing characteristics of the position.

- Under the supervision of the DPR, coordinate, supervise, promote, implement, and evaluate various recreational programs and special events for children and adults.
- Work in partnership with school officials and community groups regarding program offerings and coordination of services.
- Work with Media and Communication Director to promote and publicize recreational programs and activities making use of the city website, social media, and traditional media outlets.
- Assist DPR in the management of all services and activities of the Parks and Recreation Department including maintenance of all city parks and related facilities.
- Assist the DPR with the development, preparation, and administering of department budget.
- Assess and monitor community needs to identify opportunities for improving services.
- Maintain administrative systems for facility and program scheduling, calendaring, inventory, and other functions.
- Assist the DPR to recruit, select, train, motivate, schedule, and supervise full time, part time, and volunteer staff.
- Interact and collaborate with heads of other departments.
- Oversee the scheduling and maintenance of city rental facilities such as the Family Activity Center and Arts and Enrichment Center.

- Perform other duties as assigned.

Qualifications

- Ability to implement modern principles of park and recreation programming.
- Knowledge of modern principles and methods for developing and implementing a wide variety of recreation, social, and leisure activities for children and adults of all ability levels.
- Ability to comply with federal, state, county, and city laws, codes, regulations, and guidelines affecting recreation programs and activities.
- Ability to use independent judgment and personal initiative in a fast-paced, rapidly changing environment while using clear and accurate oral and written communication and exceptional organization skills.
- Use of personal computer equipment and software appropriate to position.
- Ability to use a high degree of tact, diplomacy, and discretion in communicating effectively with contractors, consultants, citizens, community leaders, and local, state, and federal officials during varied situations and circumstances, including being sensitive to professional ethics, gender, cultural diversities, ``and disabilities.
- Education and experience as determined by the Mayor – A desirable way to demonstrate the required knowledge, skills, and abilities for this position includes the completion of a High School Diploma or equivalency. (Completion of some college level coursework or college degree with major coursework in recreation, event planning, public relations, communication studies, physical education or related field highly desired.) Three years of experience in parks/recreation or event planning or any combination of education and experience that demonstrates the ability to fulfil position duties.
- Ability to attend city meetings including Board of Public Works, and as needed, City Council, and/or Redevelopment Commission; flexibility to work nights and weekends.
- Ability to receive and maintain CPR and First Aid certification.
- Possession of a valid Indiana driver’s license and the ability to maintain insurability under the City’s vehicle insurance policy.

Physical Demands

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. While performing the duties of this job the employee is regularly required to work outside in a variety of weather conditions. The employee is occasional exposed to wet and or humid conditions. The noise level of the work environment is usually quiet in the office and moderately loud while in the field. The PCPR will be expected to be able to lift and squat and will need mobility that allows for the regular visits of various city facilities throughout the workday.

To Apply

Interested applicants should submit an application and cover letter explaining their experience and interest in the position to the attention of Mayor Treva Hodges, via email at Mayor@CityofCharlestown.com, via standard mail at 304 Main Cross Street, Charlestown, IN, 47111, or they may drop in the night deposit box on the exterior of City Hall. **External applications will be reviewed beginning October 27, 2021 following internal review of potential candidates and will continue until position is filled with anticipated start date of January 1, 2022.**

The City of Charlestown is an Equal Opportunity Employer. If you require reasonable accommodation in completing an application, interviewing, or participating in the employment selection process please email the Human Resources representative at heather.schrimp@cityofcharlestown.com or call (812) 256-3422.