



PLAIN VIEW COMMUNITY COALITION JOB DESCRIPTION

JOB TITLE: Program Director

STATUS: Part Time Exempt

GENERAL PURPOSE:

Oversees the development of recreational programming for children, adults, and seniors in the Plain View community. Oversees management and operation of recreational facilities and grounds for the organization. Coordinates and manages participants, volunteers, and paid staff required to run recreational programming.

Position is primarily focused on organizing, managing, coaching, and developing volunteers and support staff. Position requires general knowledge in specialized functions or business areas that can be used to develop programming, maintain safe practices, develop policies and procedures, and create efficient and innovative ways to accomplish the PVCC's wellness and recreational strategies.

EXAMPLES OF IMPORTANT DUTIES AND RESPONSIBILITIES:

Important responsibilities and duties may include, but are not limited to, the following:

- Manages and organizes recreation programs with other recreation agencies; interacts with public groups, clubs and organizations; assists civic groups in organizing various recreational activities
- Oversees volunteers and paid staff, such as referees, and ensures effective communication between participants/parents, volunteers, and paid staff. Completes scheduling and provides coaching and mentoring of volunteers.
- Manages the overall coordination of logistics, planning, and organization of special events, recreation activities, and youth sports organizations
- Develops emergency procedures, accident prevention, and safety guidelines for participants and volunteers
- Develops and manages the programming budget and ensures that assigned areas of responsibilities are performed within budget; monitors revenues and expenditures to ensure sound fiscal control; prepares annual budget requests
- Promotes and ensures that all PVCC staff and volunteers are properly trained
- Establishes and implements operating policies and procedures for Park facilities
- Ensures that all equipment, materials, and work conditions are safe and adequately maintained to prevent accidents or injuries
- Deals with public complaints and effectively determines the proper course of action
- Develops and implements program performance measures
- Performs other related duties as assigned and/or required

MINIMUM QUALIFICATIONS:

Preferred: Bachelor's degree in parks and recreation or related discipline or four (4) or more years of experience in the direct supervision of staff and the operation of parks and recreation facilities; an equivalent combination of education, certification, training, and/or experience

Valid state of North Carolina driver's license and Motor Vehicle background check

Personal and professional reference check

Local and Federal background check.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Adequate knowledge of administrative and program policies and practices relating to parks, recreation programs, and wellness programs
- Skill in Microsoft Office products (Word, Outlook, and Excel)
- Skill in providing good customer service
- Ability to learn and train employees on safety precautions
- Ability to multi-task, assign, and prioritize assignments
- Ability to analyze and define problems, identify alternative solutions, estimate consequences of proposed actions, and implement recommendations in support of goals
- Ability to delegate, manage, and supervise effectively
- Ability to develop and interpret budgets, contracts, and financial reports
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to regularly attend work and arrive punctually for designated work schedule
- Ability to work with the PVCC Board, attend meetings as directed, and be a conduit between the Board and the community

PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the regular and, at times, sustained performance of moderately physically demanding work and may require occasional lifting, carrying (up to 50 pounds), pushing and/or pulling of heavy objects or materials (up to 100 pounds). Tasks that require moving objects of significant weight require the assistance of another person and/or use of proper techniques and moving equipment. Tasks may involve extended periods of time at a keyboard or work station and extended periods of time standing and/or walking.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside and/or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.