

City of Dunedin, Florida
Class Description

JOB TITLE: Youth Services Recreation Program Coordinator
Parks & Recreation Department
Recreation Division

GENERAL STATEMENT OF JOB

Under limited direction, plans, organizes, schedules, implements and evaluates the Department's Before and After School Programs. Ensures compliance with all applicable City policies, procedures and safety regulations as well as Pinellas County Health Department Child Care Licensing Program regulations. Performs related professional and supervisory work. Reports to the Recreation Superintendent.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position.

Supervises and manages school age Before and After School Programs. Responsible for creating and maintaining an environment that protects the health and safety of all program participants through safe operations, best practices and compliance with Florida Department of Health Child Care Licensing Program regulations.

Supervises assigned employees and/or volunteers. Supervisory duties include scheduling, instructing, assigning, reviewing and planning work of others, maintaining standards, coordinating activities, allocating personnel, acting on employee problems and conducting disciplinary action and work improvement plans.

Reviews the work of subordinates for completeness and accuracy, evaluates and makes recommendations as appropriate, offers training/coaching, advice and assistance.

Recruits, hires, conducts background screening, on-boarding and trains staff. Develops an effective annual staff training and continuing education curriculum. Ensures staff complete the Florida Department of Children & Families Child Care 40 Clock Hour Training for School Age Facilities in a timely manner. Completes required annual in-service training.

Maintains and ensures accuracy of all required licenses, inspections, personnel and children's records and program paperwork in accordance with Florida Department of Health Child Care Licensing Program regulations.

Assists in the administration and monitors the Juvenile Welfare Board and Pinellas County School Board Promise Time contract. Works with site facilitator and program supervisor to ensure contract compliance.

Develops code of conduct including positive behavior management and a progressive discipline policy. Advises on intervention techniques to guide challenging behaviors. Conducts parent conferences, develops intervention strategies and implements progressive discipline including suspension and expulsion.

Evaluates programs for effectiveness per annual department goals, benchmarks and other strategic planning initiatives. Maintains quality control of all programs via regular site visits, to assess program environment, safety, staff performance and adherence to licensing standards.

Assists in development of division policies and procedures; revises policy manuals and handbooks.

Assists in preparing, submitting and monitoring budget information including revenue and expenses. Manages cost center budget, allocating funds and ensuring appropriate inventory of equipment, supplies and technology.

Oversees and provides customer service including greeting and assisting patrons, responding to inquiries and requests, providing household account and program/event information and receiving and following through on complaints.

Supervises the creation/distribution of effective marketing/publicity materials.

Plans, coordinates and implements additional family engagement or community programs, often in conjunction with other City departments, agencies, organizations and the public as appropriate.

Assists with supporting Recreation staffing coverage as needed.

May complete program registration into Recreation registration software including global sales receipts and records and reports for program fees and other revenues, household account management, registration transfers and facility reservations.

Ensures that all City policies, procedures and safety regulations are followed at all times; protects the health and safety of all program participants and administers CPR and First Aid as necessary.

ADDITIONAL JOB FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Performs routine office work as required, including but not limited to answering the telephone, typing reports and correspondence, copying and filing documents, conducting and attending meetings, entering computer data, preparing/processing mail, etc.

Drives city vehicles, including participant transportation, as necessary.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a Bachelor's degree in Parks and Recreation Administration, Education or related field supplemented by a minimum of five years' experience working in a licensed child care program with two years as a supervisor.

An equivalent combination of education, training and experience that provides the required knowledge, skills and abilities may be considered.

SPECIAL REQUIREMENTS

Requires current certification in CPR and First Aid.

Must complete Florida Department of Children & Families Child Care 40 Clock Hour Training for School Age Facilities.

Must complete applicable coursework to obtain SMIC (Staff Member in Charge) designation as outlined by the Florida Department of Health Child Care Licensing Program.

Must possess current School-Age Florida Child Care Professional Credential awarded as a Florida Child Care Professional Credential (FCCPC) or School-Age Professional Certificate (SAPC).

Must possess current Florida Child Care & Education Director Credential (School Age).

Must possess other special training & certifications or licenses as applicable to assigned area(s) of supervision.

Must possess valid Florida driver's license.

Must possess in-depth knowledge of computer operations including Microsoft Office and registration software.

This is a Category B position for the purposes of Emergency Management. Employees in this category may be assigned to work a variety of schedules, including compulsory work periods in special, emergency, and/or disaster situations. Category B employees may be required to stay on premises during a declared state of emergency, or as otherwise mandated.

PERFORMANCE INDICATORS

Knowledge of Work: Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Youth Services Recreation Program Coordinator. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Is able to plan detailed and complex programs and activities and implement same. Has knowledge of the principles, theories, practices and methodologies of parks and recreation planning and administration. Understands specific City and county ordinances as they apply to the duties and responsibilities of the position. Is able to coordinate department activities with other City and County departments in order to accomplish goals and complete projects. Is able to work under moderately stressful conditions related to balancing multiple projects within the constraints of time available, personnel capabilities, financial resources, and political considerations. Is able to react professionally at all times, dealing with sensitive situations with tact and diplomacy. Knows how to apply supervisory and managerial concepts and principles; has knowledge of administrative principles involved in developing, directing and supervising various programs and related activities. Is able to train, assist, motivate and provide leadership to a diverse group of employees and volunteers. Is able to perform employee evaluations and to make recommendations based on results. Is able to make sound, educated decisions. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities. Is able to read and interpret complex materials pertaining to the responsibilities of the job. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner. Is able to compile, organize and utilize various financial information necessary in the preparation of budgets, and knows how to monitor budgets. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities

and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

Planning: Plans, coordinates and uses information effectively to enhance activities and production. Knows and understands expectations regarding such activities and works to ensure such expectations are met. Develops and formulates ways, means and timing to achieve established goals and objectives. Effectively and efficiently organizes, arranges and allocates manpower, financial and other designated resources to achieve such goals and objectives.

Organizing: Efficiently organizes own work and that of subordinate staff. Ensures that personnel understand what results are expected of them, and that each is regularly and appropriately informed of all matters affecting or of concern to them.

Staffing: Works with upper management, where appropriate, to select and recommend employment of qualified personnel. Personally, directs the development and training of personnel under charge, ensuring their proper induction, orientation and training.

Leading: Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to personnel under charge concerning their performance. Commends and rewards personnel under charge for outstanding performance, and takes timely and appropriate disciplinary action as necessary. Exercises enthusiasm in influencing and guiding others toward achievement of established goals and objectives.

Controlling: Provides a work environment which is orderly and controlled. Coordinates, audits, and controls manpower and financial resources efficiently and effectively. Coordinates, audits, and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of established standards, methods and procedures.

Delegating: Assigns duties as necessary and/or appropriate to meet goals, enhance abilities of personnel under charge, build their confidence and assist them in personal growth. Has confidence in personnel under charge to meet new or additional expectations.

Decision Making: Exercises discretion and judgment in developing and implementing courses of action affecting functions under charge. Recognizes when a particular policy, procedure or strategy does not foster the desired result, and moves decisively and explicitly to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for

enhancing the effectiveness of functions under charge. Employs imagination and creativity in the application of duties and responsibilities. Is not averse to change that supports achievement of goals and objectives.

Human Relations: Strives to develop and maintain excellent rapport with personnel under charge. Listens to and considers their suggestions and complaints, and responds appropriately. Establishes a work environment to promote and maintain mutual respect.

Policy Implementation: Has a clear and comprehensive understanding of policies regarding functions under charge and the function of the organization. Adheres to policies in the discharge of duties and responsibilities, and ensures the same from personnel under charge.

Policy Formulation: Maintains awareness of changes in operating philosophies and policies, and routinely reviews policies to ensure any changes in philosophy or practice are appropriately incorporated into functions under charge. Recognizes and understands the relationship between operating policies and practices and morale and performance. Strives to ensure that established policies enhance same.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data and/or information using established criteria. Includes exercising discretion in determining actual or probable consequences, and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to function in a supervisory/managerial capacity for a group of workers. Includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools and Materials Utilization: Requires the ability to use, operate and/or handle equipment such as a computer, copier, calculator, telephone, two-way radio, and various special equipment according to assigned area(s) of programming.

Verbal Aptitude: Requires the ability to use a variety of reference, descriptive and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; to calculate decimals and percentages; may require the ability to perform mathematical operations with fractions.

Functional Reasoning: Requires the ability to apply principles of influence systems, such

as motivation, incentive, teaching and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches to and techniques to problem resolution.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or set of programs.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert moderate, though not constant physical effort, typically involving some combination of stooping, kneeling, crouching, and some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-50 pounds). May require the ability to perform and/or demonstrate various physical skills involved in recreational programming. Office tasks require a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; some positions require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, filing and/or the use of office equipment or supplies.

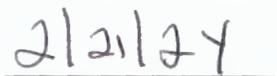
Sensory Requirements: Some tasks require visual and auditory perception and discrimination as well as oral communications ability.

Environmental Factors: Some tasks may require exposure to adverse weather conditions, temperature extremes, wetness/humidity, dust/pollen/smoke, animals/wildlife, harsh chemicals/cleaning agents, communicable disease, strong odors.

The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



Director of Parks & Recreation



Date