

CITY OF DANVILLE
invites applications for the position of:

Program Coordinator

SALARY: \$3,379.17 Monthly
\$40,550.00 Annually

DEPARTMENT: Parks and Recreation

OPENING DATE: 05/03/22

CLOSING DATE: Continuous

DESCRIPTION:

Danville Parks and Recreation is accepting applications for Program Coordinators in their Special Recreation.

Positions currently available include:

- **Community Special Events:** Organizes, coordinates and plans community-based events; assist with staffing and volunteers, seeks sponsorships for events, work with community groups and agencies to plan events, manage budgets, book vendors and entertainment, assist with marketing to promote events and works with boards and co-sponsored groups.
- Performs difficult technical and professional work to plan, coordinate, promote, implement, and supervise of a variety of Recreation programs, events and activities.
- **Community Special Events:** Organizes, coordinates and plans special events for the City. Assists with security staffing and volunteers, seeks sponsorships for events, works with community groups and agencies to plan events, assists with website to promote events, and works with boards and co-sponsored groups.

The essential functions of the job are not limited to those listed in the job description. The City retains the discretion to add to or change the duties of the position at any time.

- Designs, develops and implements a variety of programs and activities that meet community needs.
- Oversees daily operations to include the efficient use of personnel, fiscal responsibilities and safety of activities; continuously evaluates programs and services.
- Collects and receipts funds, prepares budget requests, submits revenue according to required practices; preparers and submits reports in an accurate timely manner.

ADDITIONAL DUTIES

- Assists division/department with special events across all areas.

- Performs additional duties to support operational requirements as assigned.

Education and Experience

Bachelor's Degree in Recreation, Leisure Services, Parks or related field and one to two years' related experience.

An equivalent combination of education and experience may be considered in lieu of the specific requirements listed above

Certifications/Licenses

- First Aid/CPR
- Valid driver's license and an acceptable driving record according to City criteria

Job Knowledge

Intermediate knowledge to perform most work in normal situations. Comprehension of standard situations and includes knowledge of most of the significant aspects of the subject.

Reading

Intermediate: Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and reference materials.

Writing

Intermediate: Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech.

Math

Intermediate: Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement.

Communication Skills

Decisions regarding interpretation of existing policies may be made. Contacts may involve stressful, negative interactions requiring high levels of tact and the ability to respond to aggressive interpersonal interactions. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

Independence and Decision-Making

Normally performs the duty assignments with substantial discretion and within broad parameters defined by general organizational requirements and accepted practices. Overall results determine job performance.

Technical Skills

Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

Fiscal Responsibilities

Completes research for documents, compiles data for computer entry, and/or enters or oversees

data entry. Has responsibility for monitoring budget/fiscal expenditures (typically non-discretionary expenditures) for a work unit of less than department size (programs, activities, projects or small organizational units) or responsibility for fiscal management of capital project(s). May recommend budget allocations.

Supervisory Responsibilities

Performs essentially the same work as those directed. Includes oversight of quality, training, instructing and scheduling work.

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PHYSICAL DEMANDS

- Work requires medium physical exertion exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs., frequently requiring standing, walking around and observing work sites.
- Adequate vision, hearing and talking to use a computer, telephone, make public presentations and communicate effectively with others.

NON-PHYSICAL DEMANDS

- May frequently experience time pressure and working closely with others as a part of a team.
- May occasionally require frequent change of tasks, irregular work schedules, exacting work and a noisy environment.
- Responsible for appropriate use and maintenance of City equipment, tools and other resources, including work time.
- Regular and predictable attendance is expected.

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Typically requires use of standard office equipment to include telephone, computer, Microsoft Office and job specific software and hardware; handheld radio, utility vehicles, hand truck and various racks and storage equipment; and any other equipment as appropriate or required.

WORK ENVIRONMENT

The work is normally performed in an office setting. The employee is rarely exposed to environmental hazards and does not normally require the use of protective equipment. Protective equipment as apparent or assigned may be required at work sites.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.danvilleva.gov>

Position #1001953
PROGRAM COORDINATOR (VARIOUS DIVISIONS)

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