



Program Coordinator

Job Title: Program Coordinator

The position is full-time including benefits for the employee.

Job Description: The Program Coordinator is responsible to plan and implement programs, special events, marketing and promotion, and other duties as assigned by the Executive Director. The Coordinator will organize, promote, and facilitate year round programs and special events. The schedule includes working during normal business hours. Also requires evening and weekend hours for special events and to meet the Commission's needs.

This position is exempt and is not eligible for overtime. The Program Coordinator is accountable to and reports to the Executive Director. The Program Coordinator's performance is evaluated annually. Changes to salary after the first year will be based upon the employee's performance and accomplishment of organizational goals.

Work Activities:

Indoor Aquatic Program

- Manages staffing of lifeguards, instructors and trainers
- Creates and maintains staff scheduling
- Coordinate with the school district on an ongoing basis regarding facility use; submits facility use requests as necessary
- Coordinate training certification classes – Water Safety Instructor, Lifeguards, Recertification
- Plans and staffs indoor aquatics (such as Family Swim Friday and Lap Swim)

Marketing and Promotion

- Create, design, and organize marketing material for upcoming special event and public programs, such as flyers, postcards, etc. (be creative to increase participation)
- Coordinates with graphic designer and the printer for marketing materials
- Manage and maintain the website, Facebook, and Constant Contact input and upkeep (creative posts)
- Prepare Connections Magazine including: written content, photos, and coordination with graphic designer, printer, and post office
- Prepare and distribute press releases
- Attend community events, school health fairs, back to school night; organize displays
- Design season passes for pools and golf course
- Contribute written content, contact lists, and photos on sponsored events (for example, Get Outdoors PA)

Special Events

- Plan and implement year round special events; including but not limited to: the Daddy Daughter Dance, Levee Loop Race, and Haunted Trail. Special events are subject to change based on the Commission's needs

- Organize committees, volunteers, logistics, marketing and promotion, program plans, and other tasks associated to ensure a successful event
- Organize events as directed by the Commission

Volunteers

- Recruit volunteers for special events, public programs, greenway, trail, and park cleanups
- Maintain and update volunteer list and database
- Lead greenway, trail, and park cleanups

Public Programs

- Conduct the planning and implementation of year round public programs (such as: family camping program, archery, Get Outdoors PA Festival, and others)
- Coordinate with and maintain scheduling with existing and new program partners
- Plan and implement programs in the parks including hikes, snowshoe hikes, and others

Friends of SROSRC

- Attend Friends of SROSRC Board meetings
- Attend sub-committee meetings (ex. Paint in the Park)
- Assist with Friends events (ex. Paint in the Park) set-up and clean-up, as needed
- Coordinate with graphic designer and/or design flyers, postcards, etc. to promote the Friends events; organize the printing (in-house or printing company)
- Post Friends events on the website, Facebook, and press releases

Day Street Community Center/general tasks

- Assist with general duties; including open concession stand for deliveries or maintenance, summer outdoor pool, if needed

Qualifications, Experiences & Abilities:

- At least two years of experience planning and implementing programs and/or special events; no degree is required
- Experience in a related field will be considered
- Ability to use a computer, email, and software programs such as: Microsoft Word, Excel, PowerPoint, Publisher, and other web based programs
- Comfortable with public speaking, networking with the media and the general public
- Ability to multi-task in a busy working environment
- Ability to work well with others, be a team player, and collaborate with others
- Be able to lift 50 pounds or more
- Maintain a valid Driver's License
- Be prepared to work in various weather conditions, indoor and outdoor environments

***Clearances required:**

- PA Child Abuse Clearance <https://www.compass.state.pa.us/cwis/public/home>
- Pennsylvania Access to Criminal History <https://epatch.state.pa.us/Home.jsp>
- FBI Fingerprint Check http://www.pa.cogentid.com/index_dpwNew.htm (Dept. of Human Services)