

An opening for the position of **Programs Coordinator** exists in the Parks & Recreation Department, City of Laurel, MS.

Purpose of the Position

To plan, coordinate, organize, and oversee recreational programs, events, and tournaments to ensure their effective operation and alignment with the goals and operational needs of the Parks and Recreation Department.

Major Duties and Responsibilities

Plan, Coordinate, and Oversee Recreational Programs, Events, and Tournaments

- Plan, organize, and schedule recreational programs, athletic activities, events, and tournaments.
- Coordinate with Recreation Maintenance and Parks personnel to ensure facilities are properly maintained, cleaned, and prepared for scheduled activities.
- Oversee the operation of programs, events, and tournaments to ensure activities are conducted safely, efficiently, and in accordance with departmental policies and procedures.
- Assign and coordinate volunteers, recreation workers, and other personnel needed for programs, events, and tournaments.
- Ensure program and event funds are properly collected, documented, reconciled, and deposited in accordance with City procedures.
- Maintain accurate records of recreation workers' hours and compensation to ensure proper payment.
- Research and evaluate potential recreational programs, events, tournaments, and locations, including developing cost estimates and assisting with budget planning.
- Design, develop, and implement athletic programs for youth and adults.
- Coordinate participant registration and maintain accurate program enrollment records.
- Prepare and maintain records and reports documenting recreational programs, events, tournaments, participation, and related activities.

Coordinate Recreational Activities with Civic and Community Organizations

- Collaborate with civic and community organizations to plan and coordinate recreational programs, activities, and events.
- Communicate applicable departmental policies, program requirements, rules, and regulations to participating organizations.
- Assist in coordinating facility use, scheduling, and other logistical needs associated with community-sponsored activities.

Provide Administrative and Operational Support to the Parks and Recreation Department

- Compile and provide information necessary for department-wide reporting, including annual reports and operational summaries.
- Prepare and present reports, updates, and recommendations to the Parks and Recreation Director and other appropriate City officials.
- Represent the department at City Council meetings and other official functions, as directed.
- Perform administrative duties, including recordkeeping, correspondence, scheduling, and other departmental support functions.
- Assist personnel at other departmental facilities and with operational activities as needed.

Perform other duties as directed

Job Context

The Programs Coordinator is a full-time, permanent position within the Programs Division of the Parks and Recreation Department and reports directly to the Parks and Recreation Director. The position operates under general supervision and is responsible for supervising and coordinating the activities of full-time and part-time employees, as well as volunteers.

Work hours vary based on scheduled programs, events, and tournaments. The position requires flexibility in scheduling, including frequent evening and weekend work, as well as overtime when necessary to meet operational demands. The

position maintains a regular work schedule, with hours varying according to departmental needs, and requires availability to respond to operational matters outside scheduled working hours, as necessary.

The Programs Coordinator is responsible for ensuring the effective coordination and operation of assigned recreational activities and maintaining accountability for financial transactions, safety procedures, regulatory compliance, and other operational matters within the scope of assigned duties.

Certification, Education, and Experience

Certification: A valid Mississippi driver's license is required; Lifeguard certification and CPR certification are strongly recommended.

Education: A high school diploma or equivalent is required; a bachelor's degree in Recreation, Sports Administration, or a related field is strongly recommended.

Experience: At least two years of experience in recreation programming, sports administration, event coordination, or a related field is strongly recommended.

Knowledge, Skills, and Abilities

Knowledge:

- Athletic programs
- Various community groups and their involvement with departmental programs
- Athletic league rules, regulations, and departmental requirements governing recreational sports programs.
- Coach certification process
- Recruitment of volunteers & event workers
- Proper procedures for handling cash, debit & credit card receipts
- Applicable City ordinances, codes, and state and federal laws and regulations governing departmental operations.
- Purchasing rules and regulations
- Proper grammar and proper use of English in speaking and writing
- Computerized software, including word processing and spreadsheets
- OSHA standards and regulations concerning employee safety
- Mathematical skills, including addition, subtraction, division, and multiplication
- General functions and operations of municipal government

Skills and Abilities:

- Ability to supervise, coordinate, and delegate assignments to employees, volunteers, and event personnel.
- Ability to operate departmental equipment safely and effectively.
- Ability to coordinate and schedule facility activities, recreational programs, events, and tournaments.
- Ability to address employee concerns and resolve workplace conflicts in accordance with departmental policies and procedures.
- Proficiency in computer applications, including accurate data entry, word processing, spreadsheets, and other departmental software.
- Ability to operate standard office equipment, including computers, copiers, and credit card processing equipment.
- Ability to organize and prioritize multiple responsibilities, meet established deadlines, make timely decisions, and manage competing demands in a fast-paced environment with frequent interruptions.
- Ability to work cooperatively and effectively with other employees, departments, volunteers, and community organizations.
- Ability to communicate clearly and effectively, both verbally and in writing, with residents, elected officials, City employees, and the general public.
- Ability to maintain confidentiality when handling sensitive departmental, employee, and participant information.
- Ability to work independently with minimal supervision while exercising sound judgment and initiative.
- Ability to maintain professionalism, composure, and effective communication when addressing complaints, conflicts, or challenging situations.
- Ability to develop, implement, interpret, and consistently follow departmental and City policies and procedures.
- Ability to apply logical reasoning to identify problems, analyze information, evaluate alternatives, and develop appropriate solutions.

Physical Requirements

The Programs Coordinator must be able to perform the physical functions associated with the position, including, but not limited to, the following:

- Hearing ability sufficient to communicate effectively with others in person and by telephone.
- Visual ability sufficient to observe surroundings, identify objects, and perform assigned duties safely and accurately.
- Ability to walk, run, bend, stoop, crouch, and climb stairs as required.
- Ability to stand, walk, or sit for extended periods.
- Ability to reach and extend arms in various directions and use hands and fingers to grasp, hold, handle, turn, and manipulate objects and equipment.
- Ability to lift, carry, move, and transport equipment, materials, and supplies associated with recreational programs and events.
- Ability to operate a motor vehicle and drive for extended periods when necessary.
- Ability to perform physical activities indoors and outdoors under varying weather conditions.

Work Environment

The Programs Coordinator performs approximately 60% of assigned duties indoors and 40% outdoors. Work locations include administrative offices, athletic fields, parks, recreation facilities, and other locations utilized for departmental programs, events, and tournaments.

The position involves frequent interaction with employees, volunteers, program participants, civic organizations, and the general public. Working conditions may include exposure to varying weather conditions, moderate to high noise levels, large crowds, and physically active recreational environments. Exposure to cleaning products, pool chemicals, automotive fluids, and other potentially hazardous materials may occur less than monthly.

The position requires travel between City facilities and event locations. The work environment is frequently fast-paced and involves moderately high levels of stress associated with program operations, public interaction, supervisory responsibilities, and unexpected operational demands.

Additional Information

The duties listed in this job description are illustrations of the various types of work that may be required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logical to the position. This job description is subject to change by the employer as the needs of the employer change.

Salary and Benefits

Salary: \$20.29 per hour / \$42,203.20 annually

Benefits include:

- Comprehensive health insurance (City-paid premium)
- Life insurance (City-paid premium)
- Participation in the Public Employees' Retirement System of Mississippi (PERS)
- Short- and long-term disability insurance options
- Optional dental and vision insurance

Benefits are subject to eligibility requirements and plan provisions and may change in accordance with City policy.

Application Process / Required Documents

To complete an application, all required documents must be submitted to Human Resources, 401 North 5th Avenue (3rd Floor City Hall) Room 302:

- **Valid Mississippi Driver's License**
- **Social Security Card**
- **High School Diploma or equivalent *required***

The City of Laurel is an Equal Opportunity Employer. The City of Laurel does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of service.