

**PLEASE POST FOR ALL APPLICANTS TO READ  
MACON-BIBB COUNTY GOVERNMENT**

**POST DATES: 1/29/16 until Filled**

**EEOC CODE:**

**CLASS CODE:**

**CLASSIFICATION TITLE: Program Coordinator (2) Temporary Position  
(Midnight Basketball Program Coordinator)**

**JOB CLASS (GRADE):**

**HOURLY SALARY: \$10.03**

**WORK WEEK: Varies**

**WORK HOURS: Varies**

**DEPARTMENT: Recreation/Administration**

**DEPT. HEAD: Reggie Moore**

**REPLACEMENT**

**NEW REQUIREMENT**

**SUMMARY:**

The Program Coordinator is responsible for assisting with conducting programs/activities at an assigned community recreation center.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The following duties are representative of the work required for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

1. Assists in organizing and conducting the leisure activities at an assigned facility
2. Demonstrates, organizes, teaches, and leads recreational programs.
3. Assists with maintaining accurate records and preparing reports of center usage, issues, complaints, and other items relevant for documentation.
4. Assists in handling fees and charges for recreation activities and usage.
5. Assures the maintenance and upkeep of the center facility.
6. Insures that all safety procedures and guidelines are followed.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

The Program Coordinator must be knowledgeable of the following principles, procedures, and concepts:

1. Knowledge of recreation programs for all ages.
2. Knowledge of personal computers and basic programs.
3. Knowledge of maintenance techniques.
4. Ability to maintain accurate records, prepare reports, and handle money as applied.
5. Ability to direct program participants.
6. Ability to work with groups of various sizes.
7. Skills in conducting various parks/recreational activities.
8. Skills in written and oral communications.

**MINIMUM EDUCATION, TRAINING AND/OR EXPERIENCE TO PERFORM ESSENTIAL JOB FUNCTIONS:**

The Program Coordinator should possess, at minimum, high school diploma or equivalent; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities to successfully perform the duties and responsibilities of the position. College degree is preferred.

**NECESSARY SPECIAL REQUIREMENTS:**

- Possession of a valid Georgia Motor Vehicle Operator's License.

**SUPERVISORY CONTROL AND RESPONSIBILITIES:**

None.

**TRAVEL:**

The Program Coordinator may be required to travel on occasion.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM  
ESSENTIAL JOB FUNCTIONS**

**LANGUAGE SKILLS:**

Ability to read and understand written materials. Ability to effectively communicate information to supervisors, employees, and the general public.

**MATHEMATICAL SKILLS:**

Ability to work with basic mathematical concepts such as, addition, subtraction, multiplication, and division.

**COMMUNICATION SKILLS:**

Must be able to effectively communicate orally and in writing in a professional manner in order to give or exchange information, resolve problems, and/or provide service. In addition, this position requires extensive contact with other employees and the general public, often involving problem-solving circumstances. Requires special skills in dealing with diverse age groups.

**REASONING ABILITY:**

Ability to interpret and understand a variety of forms, reports, manuals, regulations, and other means of instruction and guidance.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires light-to-moderate physical duties associated with typical office duties, minor maintenance, and recreation activity.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work is typically performed primarily inside or around a recreation facility.

Please complete the General Application on our website, [www.maconbibb.us](http://www.maconbibb.us) or pick up an application at our office located at 682 Cherry Street, 4<sup>th</sup> floor, Macon, Georgia. Submit with resume, educational history and two letters of Professional Recommendation.

We are an Equal Opportunity Employer