



**CITY OF NEW ALBANY  
PARKS & RECREATION DEPARTMENT**

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Position: Program Coordinator

Department: Parks & Recreation

FLSA Status: Exempt

The New Albany Parks and Recreation Department is currently seeking an Assistant Program Director to plan, organize, coordinate, administer, and promote athletic programs for the community's youth and adults. This position will report directly to the Assistant Parks and Recreation Director.

**Requirements:**

- Polite, respectful, and professional
- Fair, trustworthy, sound reasoning skills, strong work ethic, and pro-active
- Able to establish and maintain effective working relationships with city employees, department heads, agency heads, community groups and the general public
- Ability to present ideas and recommendations clearly and concisely, both orally and in writing
- Must have a valid driver's license, proof of insurance and good driving record
- Operating a personal computer utilizing standard software
- Ability to speak clearly and persuasively in positive or negative situations;
- Red Cross CPR, First Aid, AE or ability to obtain and maintain within one year of hire

**Required skill in:**

- Supervision and directing work of part-time staff, officials, scorekeepers, coaches and volunteers
- Developing and maintaining positive public relations with emphasis on customer service
- Ability to analyze operational problem areas and to make improvements in a timely manner
- Gathering and analyzing information skillfully and develop alternative solutions
- Using reason even when dealing with emotional topics

**Duties and Responsibilities**

- Assist in planning, organizing, and preparation of athletic activities and schedules that specify facility usage, leagues, games, practice times, play-offs, and tournaments
- Ensure that the athletic programs do not overlap venues and staffing needs; assist in scheduling of staff and officials
- Register individuals and teams, meet with coaches, and collect fees
- Determine equipment, material, and facility requirements for athletic activities and ensure timely availability of such resources
- Coordinate the scheduling of athletic venue maintenance to efficiently prepare venues for scheduled activities
- Meet with community individuals and groups to generate interest, support, and ideas for athletic programs using creative and innovative promotional ideas and materials
- Supervise part time-staff, volunteers, contracted services, persons involved in serving community service hours at the parks, and all other personnel involved in the athletic program
- Review and approve time sheets, provides regular performance feedback to volunteers and staff, conducts corrective actions
- Assist with special events and leagues held at parks

- Prioritizes and plans work activities; uses time efficiently; plans for additional resources; organizes or schedules other people and their tasks; develops realistic action plans
- Determines appropriate action beyond guidelines; reports and corrects potentially unsafe conditions; uses equipment and materials properly
- Train staff and volunteers in appropriate safety and security procedures.

### **Physical Effort and Work Environment**

Position will require periodic work hours beyond the normally scheduled shift as well as some nights and weekends. Working conditions require the employee to work inside and outside, in and around athletic equipment and sports venues. Employee is occasionally exposed to outdoor weather extremes.

### **Education**

Requires a minimum of a Bachelor's degree in recreation, sports management, wellness or closely related field and a minimum of three years' experience in coordinating and scheduling athletic leagues and/or community based programs. Can be used as an Internship position. Job requires knowledge of City's park and recreation athletic programs and knowledge of the rules, regulations, equipment, and facilities required in all sports programs to effectively conduct/run an athletic event. The equivalent combination of education, experience, skills and knowledge may be considered.