

## **POSITION DESCRIPTION CITY OF MONTICELLO, INDIANA**

**POSITION:** Programs and Facilities Coordinator  
**DEPARTMENT:** Parks & Recreation  
**WORK SCHEDULE:** 7:00A.M. – 3:30P.M., Mon.– Fri. & After Hours, Evenings & Weekends as Needed  
**JOB CATEGORY:** GE4 (Programs, Facility Coordinator)

**DATE WRITTEN:** November 8<sup>th</sup>, 2023  
**DATE REVISED:**

**STATUS:** Full-time  
**FLSA STATUS:** Non-exempt

**To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The city of Monticello provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodations would cause and undue hardship.**

Incumbent serves as Programs and Facilities Coordinator for the City of Monticello Parks & Recreation Department, responsible for maximizing programs and use of park facilities to provide quality educational programs and activities to residents and visitors, as well as foster a better understanding and appreciation of nature, while also assisting with general administration, scheduling of facilities, and general upkeep and maintenance of parks grounds as needed.

### **DUTIES:**

- Manages programs and program activities throughout all park areas.
- Develops educational, nature-related programs for youths and adults.
- Monitors projects to include educational displays, special events, and other programs.
- Develops working relationships with potential donors, community organizations, businesses, media, boards, and government agencies to enhance and/or expand cooperation and program activities.
- Coordinates community service activities with area educational institutions and community organizations, as well as individual volunteers.
- Recruits, trains, schedules, and communicates with all volunteers
- Presents speeches and presentations to outside organizations covering a wide range of topics.
- Assist supervisor in coordinating use of park facilities as requested by groups, organizations and individuals
- Assist in maintaining/preparing park facilities for public use
- Intermittently helps in maintaining park grounds
- Routinely inspects parks for safety hazards and vandalism, completing inspection forms and notifying supervisor of damage or repair requests

- Supervises seasonal staff as needed, including providing safety training and instruction for proper use/care of equipment and appropriate procedures for completing assigned tasks.
- Occasionally operates various park vehicles and equipment

Performs related duties as assigned.

### **I. SKILLS AND KNOWLEDGE:**

- Bachelor's degree in a field of Science, Education, or equivalent experience
- Communicate effectively and tactfully in written and verbal English.
- High degree of organization.
- Maintains appearance, attitude, and communications with the community, City employees and City officials. Incumbent should have the ability to establish and maintain effective working relationships with Superintendent, elected officials, other employees, and the general public.
- Ability to meet all Department hiring requirements, including passage of a drug test.
- Working knowledge of and ability to make practical application of Department policies and procedures and applicable OSHA safety policies and procedures.
- Knowledge of safety precautions and practices applicable to working with cleaning chemicals and ability to read and understand label directions for correct mixing and use of chemicals /supplies.
- Ability to supervise seasonal staff and provide training/corrective instruction as needed.
- Ability to properly operate various parks vehicles and equipment
- Ability to effectively communicate orally and in writing with co-workers, other City departments, and the public, including being sensitive to professional ethics, gender, cultural diversity and disabilities.
- Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.
- Ability to provide access to or maintain confidentiality of department information and records according to state requirements.
- Ability to understand, retain, and carry out oral and written instructions and complete daily work reports and safety/accident reports as required.
- Ability to work alone with minimum supervision and with others in a team environment, often on several tasks at the same time.
- Ability to physically perform essential duties of the position, including driving, bending, reaching, crouching/kneeling, standing/walking for long periods, walking on rough terrain, climbing ladders, pushing/pulling objects, moderate to heavy lifting, working in awkward or cramped positions, close/far vision, hearing mechanical sounds and handling/grasping/fingering objects.

- Ability to occasionally work weekends or evenings.
- Maintain a valid Indiana driver's license and demonstrates a safe driving record.

## **II. RESPONSIBILITY:**

Incumbent performs specific program and activities coordination duties with priorities primarily determined by supervisor. Assignments are set jointly by incumbent and supervisor with a moderate degree of flexibility in the job. Incumbent's work is reviewed through random checks at critical phases and upon completion of specific duties. Incumbent refers concerns/unusual conditions to supervisor as needed, such as misuse of facilities or potentially dangerous equipment. Errors in work are primarily detected or prevented through procedural safeguards and notification from other staff or the public.

Incumbent reports directly to Park Superintendent.

## **III. PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job.

While performing the duties of this job, the Incumbent is regularly required to talk and/or hear. The Incumbent often is required to stand; walk; use hands to handle, or feel; and reach with hands and arms. The Incumbent is occasionally required to sit, stand, or walk for long periods of time. The Incumbent is occasionally required to climb; or balance, stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close and far vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Incumbent's duties also include walking on rough terrain, pushing/pulling objects, moderate to heavy lifting., and working in awkward or cramped positions.

## **IV. WORKING CONDITIONS:**

The incumbent should have the ability to work in a variety of locations – office, conference rooms, outdoor in the parks, and on the trails. Incumbent performs duties indoors/ outdoors and is frequently exposed to normal hazards associated with park maintenance, including machinery/equipment, excessive noise, extreme temperatures and adverse weather conditions. Incumbent may be required to wear protective clothing and/or equipment, such as safety goggles, steel toed boots, ear plugs, or hard hats. Safety precautions must be followed at all times to avoid injury to self and others. Incumbent occasionally works evenings and weekends.

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

The job description for the position of Programs and Facilities Coordinator for the Parks and Recreation Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Print or Type Name

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date