

CLASS TITLE: PROGRAM DIRECTOR
Part-time Non-exempt
Department: Recreation
Supervisor: Recreation Coordinator
Supervises: Recreation Leaders

DEFINITION

Under the general supervision of the Recreation Coordinator, the Program Director coordinates Recreation Leaders in their assigned program. This position may help to support District programs in sports, childcare, day-camps, and rental facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists with supervising seasonal personnel and volunteers.
- Supervises condition of District facilities and reports any safety, repair and cleaning concerns appropriately.
- Provide assistance to the Recreation Coordinator and customers with program inquiries and feedback.
- Enforces and/or recommends changes to policies and procedures.
- Attends special events to facilitate operations and respond to emergencies or problems; ensures all aspects of events are implemented and controlled according to plans.
- Willingness to work flexible hours, including weekends and evenings.
- May be assigned to support other operational needs when necessary.

QUALIFICATIONS

A mixture of knowledge in:

- Recreation programs, team sports, or youth supervision.
- Safety policies and procedures.
- Use of Microsoft Office products.
- Preparation of reports, schedules and other related program materials.
- Public relations, customer service and conflict resolution.

EXPERIENCE AND EDUCATION

At least one full year working in a recreation or leisure field position, preferably with youth or public programs.

SPECIAL QUALIFICATIONS

- Possession of a valid California Driver's License and good driving record.
- Obtain First Aid and CPR Certification within six (6) months of employment.

WORKING CONDITIONS

Physical conditions: Must possess mobility to work in a standard office and/or recreational facility setting and use standard office and/or recreation equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Must possess physical stamina to lift and move tables and chairs, arrange facilities for community events and/or meetings. Occasionally bend, stoop, kneel, reach, climb and walk on uneven surfaces. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 50 pounds.

Environmental Demands: Outside: Works outside in a variety of weather conditions ranging from cold rainy weather to +100° F. Inside: Works indoors in large buildings and gymnasiums.

Note: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an inclusive list of all duties, responsibilities and skills required of incumbents. In accordance with the Americans with Disability Act, reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential job functions.