



## Program Coordinator I & Rheault Farm Coordinator

<b>Department:</b> Cultural Activities	<b>Last Revised:</b> April 2016
<b>Reports To:</b> Carolyn Boutain	<b>Status:</b> Full Time / Benefitted
<b>EEO Job Category:</b>	<b>Position No.:</b> 3-002
<b>Supervises:</b> Seasonal / Volunteers	<b>Pay Type:</b> Non-Exempt

### **Summary**

Plan, implement and evaluate programs within the Department of Cultural Activities. Programs include but are not limited to activities at Rheault Farm and Island Park. Responsible to oversee the rental use of park facilities as assigned. Programs also include collaboration with non-park district organizations. Recruits, hires, trains and supervises seasonal staff, as well as, volunteer groups. Reports directly to the Director of Cultural Activities.

### **Qualifications**

**Education/Experience** – Four (4) year college degree in public relations, recreation, arts or related field. Have three to five years of progressive event coordination experience and/or facility management experience.

**Credentials/Licenses/Certifications** – Must possess a valid driver's license.

#### **Other –**

- Working knowledge of event planning and arts programming.
- Ability to develop and maintain effective working relationships with stakeholders, including employees, sponsors and the general public.
- Ability to speak and write clearly, concisely and persuasively using correct grammar, spelling and punctuation with ability to communicate one-on-one or in group settings.
- Working knowledge of writing grants and sponsorships.
- Proficiency in the use of personal computers with a Windows operating system and standard office software including database software and desktop publishing.
- Ability to perform work with a high degree of accuracy and organization.
- Strong business acumen, including problem solving, vision, ability to manage multiple programs and meet deadlines, collaboration, leadership, decision making and ability to analyze diverse facts and develop clear and concise reports and recommendations.
- Ability to work flexible hours including evenings and weekends and ability to serve "on call" duty assignments.
- Mature professional attitude and considerable discretion, including ability to manage confidential information.

- Experience hiring, training and supervising seasonal employees.
- Experience recruiting, training and supervising volunteer groups and individuals.
- Knowledge of sanitation and health regulations.
- Considerable ability to work effectively under pressure and to competently handle a number of different tasks concurrently.
- Considerable ability to self-direct activities and work independently to meet goals and objectives.

### **Essential Functions**

Evaluation of this position is based primarily on performance of the following essential functions, which include, but are not limited to:

- Plan new and current programs within the Department of Cultural Activities for the Fargo Park District. Programs involve partnerships with non-park district organizations. Planning all aspects of each program including entertainment needs, site needs, interactive activities, staffing, committee involvement, and non-park district partnerships. Maintains an awareness and responsibility to the budget of each program, including the facilitation of fundraising, grant writing and sponsorships. Ensuring creative, organized, well-managed programs that meet public interest effectively and cost efficiently. Maintaining reasonable awareness of the public interest, and impact the program has on the desired audience.
- Implement and evaluate programs within the Department of Cultural Activities. Participate on site in the preparation, execution and clean up of each program in accordance with park district policies. Create, distribute and summarize review materials. Utilize the budget as a tool and working within the guidelines to achieve program goals. Monitor park grounds and facilities. Alert appropriate park district staff of needed repairs. Ensure that the events and facilities operate within the policies set by the Fargo Park District. Ensure adequate communication and scheduling for site and events. Meet the financial goals of each program. Complete event clean up and final reports in a timely manner.
- Oversee rental use of Rheault Farm, Rabanas Shelter and Robert D. Johnson Rec Center. This includes private rentals for families and organizations as well as scheduled use by the Fargo Park District. Serve as a liaison between the seasonal staff, full-time staff, and the public to effectively communicate schedules, rentals, and site preparations. Work with office staff to review and administer agreements. Provide tours of the facility for prospective rentals. Market the site for increased rental use. Schedule and supervise seasonal facility attendant staff. Review schedules and make adjustments as rentals change. Ensure that rentals operate within the policies set by the Fargo Park District. Ensure adequate communication with staff and rental contact. Ensure adequate scheduling for each rental including staff, equipment and any site improvements or repairs. Ensure staff administers policies set by the Fargo Park District.

## **Other Functions**

Evaluation of this position may also be based on occasional performance of the following other functions, which include, but are not limited to:

- Assist the Director of Cultural Activities with preparation of program budgets and long range planning. Allocate the financial resources for the programs in accordance with park district policies. Maintain an awareness of and responsibility to the budget for each program. Utilize the budget to promote growth and expansion in areas of responsibility. Follow established park district policies and procedures in allocating resources. Create and request alternative program funding sources consistent with overall mission of the Fargo Park District and its policies. Maximize external funding sources. Research and write grants and sponsorship proposals. Ensure budget, invoices and receipts completed in a timely manner using proper financial principals. Submit all documentation in a complete and timely manner. Ensuring grants and proposals and final reports are accurately done in a timely manner.
- Hire, train, and supervise seasonal and non-seasonal staff as well as volunteer groups associated with each program. Create job descriptions. Recruit, interview and hire qualified staff. Recruit necessary and appropriate volunteers (individuals and organizations). Provide training of staff and volunteers on policies, procedures and safety issues set forth by the Fargo Park District. Direct work of employees and set/adjusts staff hours based on event/facility needs. Apportions work among staff and volunteers. Evaluate performance of both staff and volunteers. Handles employee complaints and disciplines employees when necessary. Ensure programs are staffed adequately with correct schedules in a cost effective manner. Submit necessary paperwork in a timely manner. Ensure training and evaluations consistent and compliant with Fargo Park District standards and policies.
- Assist the Communications Specialist with development of marketing and advertising plan.
- Set objectives for reaching each program's target market. Create consistent communication to reach desired audience. Develop calendar of deadlines to reach desired audience. Ensure completeness of information created and distributed to the public. Notify staff and media of changes in information. Ensure all messages are created accurately and submitted in a timely manner.
- Represent the Fargo Park District at local, state, and national affiliations, organizations, and public presentations. Meet with individuals or groups to stimulate interest and support for programs. Act as a resource person and department representative regarding event planning and management. Representing Fargo Park District at meetings with other professionals. Remain current with changes and innovations in the industry. Ensure all inquiries are treated in a professional and courteous manner. Make presentations when assigned. All presentations should be created accurately and submitted in a timely manner. Participation is held to a professional level.
- Keeps direct supervisor promptly informed of key/significant issues or concerns.

- Carries out duties and responsibilities in a safe and efficient manner to maintain safe work environment and surrounding area for oneself, co-workers and public. Responds to hazardous situations and/or potentially unsafe conditions by taking corrective action as capable and promptly notifying supervisory personnel.
- Performs related duties as assigned or apparent.

### **Success Factors**

To successfully perform this job, the following training, knowledge and abilities are required.

- **Required Training:** All Fargo Park District employees are required to complete all general mandatory training and/or review all applicable policies. These include, but are not limited to, blood borne pathogens, emergency communications, hazardous communications, slip/trips/falls, personal protective equipment, sexual and other forms of harassment, drug free workplace, violence in the workplace, fire prevention, concealed weapon, personal appearance/dress code, social media, distracted driving, cell phone use, ethics and Park District computer use. Specialized and/or position specific safety training may be required. *Enter additional training requirements.*
- **Knowledge/Skills:** Must have general knowledge of Fargo Park District programs, operations, and facilities. Ability to apply policies to programs, operations, rentals and facilities. Considerable ability to train and lead staff. Proficiency in use of Word Suite, desk top publishing, scheduling and registration programs.
- **Language/Mathematical Skills:** Ability to communicate effectively, both verbally and in writing. Ability to perform math related to budget, contract, reports, etc., consistent with the essential functions of the job. Effectively communicate with media including social, radio and TV formats.
- **Reasoning Ability:** Considerable ability to research, plan, implement, problem-solve, and evaluate programs, activities and operations. Ability to discern and effectively address relevant issues. Ability to trouble-shoot and adopt creative solutions. Uses critical and systems thinking.
- **Attendance:** Regular and predictable attendance is expected and required. All Fargo Park District employees must be prepared to work flexible schedules, including evenings, weekends and/or holidays as required.
- **Other:** Must possess positive customer service attitude and image, dependability, good judgment, diplomacy and appropriate confidentiality to all internal and external stakeholder groups. Must communicate effectively with all stakeholders. Ability to give and receive criticism with diplomacy. Ability to hold crucial conversations when needed.

**Physical Demands and Work Environment**

Essential Physical Requirements	Infrequent 1-2x/Shift	Occasional 3-12X/Hour	Frequent 13-30x/Hour	Constant 30+x/Hour
Lifting		✓		
Floor to Waist	Up to 50 lbs.			
Waist to Shoulder	Up to 20 lbs.			
Shoulder to Overhead	Up to 20 lbs.			
Carrying	Up to 50 lbs.	✓		
Push/Pull	✓			
Outdoors			✓	
Standing			✓	
Walking			✓	
Sitting			✓	
Bending		✓		
Twisting	✓			
Reaching/Grasping		✓		

Work is generally conducted in two types of environments. Planning work and supervision of facility rentals is done in the office utilizing computers, phone, copy machine and other general office equipment. Event and park program implementation is carried out in park facilities often times outdoors, April-December. The employee may be subject to adverse conditions which may include exposure to bloodborne pathogens, communicable diseases, undesirable weather and potentially infectious materials.

**Pre-Hire Requirements**

<b>Criminal Background:</b>	YES
<b>Motor Vehicle:</b>	YES
<b>Social Security Trace:</b>	YES
<b>Credit:</b>	YES
<b>Prior Employment:</b>	YES
<b>Education:</b>	YES
<b>Drug Screen:</b>	NO

**General Expectations**

The employee is to report suspected or actual harassment, abuse/neglect to the chain of command and work effectively and cooperatively with others inside/outside the agency. Must possess a valid driver's license and reliable transportation in case of driving within or beyond the Fargo Park District is required.

Preserving valid certifications, licensure or registration is expected for those positions that require such in order to continue employment. It is essential for the employee to maintain all training required by the position.

Fargo Park District promotes a non-hostile and non-discrimination work environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job. Employees must adhere to respectful conduct and language at all times. The Board of Park Commissioners expects all employees to follow the department and Park District policies/procedures, rules and regulations.

Job Description Approvals:

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Supervisor/Manager

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Date

\_\_\_\_\_

Department Director

\_\_\_\_\_

Date

\_\_\_\_\_

HR Director

\_\_\_\_\_

Date