



## **JOB ANNOUNCEMENT**

### ***General Public***

**OPEN DATE:** April 12, 2022

**CLOSE DATE:** Until Filled

**JOB TITLE:** Adult Program Coordinator

**FLSA:** Non-Exempt

**PAY RANGE:** \$16.00

**DEPARTMENT:** Parks & Recreation Department

**DIVISION:** Recreation

#### **SUMMARY**

Under the direction of the Programs Supervisor or designee, the Adult Program Coordinator is responsible for planning, overseeing, and directing the operations, services, staff, and activities of an assigned Adult Programs or site in compliance with rules, regulations, policies, and procedures; evaluates program effectiveness; recommends changes and implements management decisions. This classification is distinguished from the Department Director in that the latter has overall administrative and operational responsibility for Adult Programs and services.

#### **DUTIES AND RESPONSIBILITIES**

- Areas of responsibility include, but are not limited to, curriculum development; program and staff scheduling; and facility management.
- Performance requires ability to work independently with initiative and discretion within established guidelines.
- Provides input to supervisor for employee performance evaluations.
- Continuously monitors staffing at assigned site(s) to ensure staffing levels are consistent with requirements; re-evaluates and re-assigns staff as needed; ensures optimal coverage for all sites.
- Maintains relevant curriculum in line with industry standards; oversees short- and long-term curriculum planning including, but not limited to, summer planning; leagues; and other activities.
- Conducts program assessments as required.
- Serves as a liaison and resource for participants; receives and responds to questions, concerns, and complaints from participants and the public; determines issue and resolves or refers to supervisor; maintains open communication among all groups to serve the participant's best interests.
- Monitors and tracks expenditures and fees collected; monitors inventory and purchases authorized supplies and equipment.
- Performs administrative tasks, such as enrollment, fees, and timesheets; conducts, attends, and schedules meetings and trainings; prepares reports and maintains records.
- Inspects and maintains program facilities and equipment; ensures that maintenance and repair needs are addressed.
- Serves as City representative with external organizations; attends and/or speaks at meetings, community and professional functions, and conferences as assigned.
- Assists in developing and implementing policies, procedures, and staff training for program areas.

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- Develops and implements in-service training sessions, safety drills, and other emergency procedures; ensures staff and others participate in required training.
- Assists with City special events as needed.
- Performs other duties as assigned.

### **MINIMUM JOB QUALIFICATIONS**

- High school diploma or equivalent.
- One year of relevant experience working in an adult program; and one year in a lead capacity; or any combination of training, education, and experience.

### **EMPLOYMENT REQUIREMENTS**

- Must possess and maintain an insurable New Mexico Class D Driver's License.
- Must obtain and maintain complete First Aide, CPR, and AED training within six months of hire.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to use assessment tools and metrics.
- Ability to understand, interpret, and apply all relevant laws, rules, regulations, policies, and procedures.
- Ability to maintain accurate financial records and work within authorized budgeted resources.
- Ability to display a positive attitude for all patrons.
- Ability to prioritize tasks and manage time; meet deadlines.
- Ability to arrive to work prepared and on time.
- Ability to work as a team with facility staff and management.
- Ability to maintain order and safety in a crowded and noisy environment.
- Ability to maintain safety practices of facilities and equipment.
- Ability to respond appropriately to changing situations.
- Ability to effectively communicate in person, over the telephone, and in writing.
- Knowledge of basic office operations.
- Organizational and time skills with strong attention to detail.
- High degree of initiative; self-starter; principles and practices of leadership.
- Methods and techniques of planning and implementing adult program; staffing levels required for program area.
- Principles and practices of curriculum planning and development within industry standards.
- Principles and practices of customer service, techniques for providing a high level of customer service.
- Community demographics as it relates to adult program.
- Knowledge of occupational hazards and standard safety practices.

### **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

- Works is typically performed indoors and outdoors.
- Work may involve moderate exposure to unusual elements such as extreme temperatures, inclement weather and/or moderate to loud noise levels.
- Possible exposure to communicable illnesses, blood, and body fluids; chemicals, mechanical and electrical hazards, and hazardous physical substances and fumes.
- Regularly required to interact with individuals in interpreting and enforcing rules, policies, and procedures.
- Regularly required to work irregular work schedule, including early mornings, evenings, weekends, and holidays.
- Work requires frequent standing, walking, bending, squatting, climbing, and kneeling; running, exercising; related physical activities.

- Regularly required to lift and/or move up to 50 pounds and occasionally lift and/or move up to 50 pounds.

**NOTE:** This position is subject to drug testing both pre-employment and random as set forth in the City of Las Vegas Drug Policy.

**APPLICATION PROCEDURE** – Interested applicants must submit a City of Las Vegas Employment Application.

The employment application is available at:

<https://www.lasvegasnm.gov/general-7-1>

Application Materials can be sent to: Human Resources Department  
1700 N Grand Avenue  
Las Vegas, NM 87701

OR send via email to: [mgarcia@lasvegasnm.gov](mailto:mgarcia@lasvegasnm.gov)

**Reviewed and approved for publishing by:**



Leo Maestas, City Manager



Human Resource Director