

**CITY OF FORT WAYNE JOB POSTING**

**Applicants and Employees must meet duties/essential functions and minimum requirements.**

Job Vacancy:	<b>Program Coordinator- Riverfront</b>	Department:	Parks & Recreation
Requisition Number:	2024238		
Hours:	40 hours per week, varied schedule with several evenings, weekends, and holidays	Rate of Pay:	\$23.61
Date Posted Up:	8/13/24	Date Posted Down:	Until Filled
Time Up:	4:45pm	Time Down:	

Working under the direction of the Manager – Riverfront, the position helps coordinates and plan programs and events for the Fort Wayne Parks and Recreation Riverfront division, and assists in Riverfront rentals and Parks and Recreation activities, as required. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with the City safety rules and operating regulations, policies and procedures as well as federal, state, and local regulations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following. Other duties may be assigned.

**PLANNING/IMPLEMENTATION**

- Researches, plans, develops, coordinates and implements riverfront programs including work plans, budget, equipment, displays, exhibits, and evaluations;
- Leads development of comprehensive volunteer program, including recruiting, training, scheduling, and supervising volunteers
- Maintains inventory of supplies and equipment;
- Assists with determining and securing resources needed including facilities, staff, equipment, supplies, instructors, sponsorship, etc.;
- Leads development of new areas of Riverfront programming

**INFORMATION/COMMUNICATION**

- Provides high quality customer service to program and event participants, and the general public;
- Presents information in a positive and enthusiastic manner as directed about Riverfront Fort Wayne, Fort Wayne Parks and Recreation, and other program areas as directed;
- Leads Riverfront programs such as community events, and other programs as directed;
- Communicates in a professional manner with staff, volunteers, employees, participants, and the general public;
- Assists in creation and distribution of marketing materials

**MANAGEMENT/OPERATIONS**

- Provides event and program assistance, including but not limited to, planning, set up, and tear down;
- Assists with determining and securing resources needed including facilities, staff, equipment, supplies, instructors, etc.;
- Monitors, supervises, and evaluates activities, as well as instructs volunteers, and any subordinate staff;
- Prepares and submits reports as needed;

- Enforces Parks and Recreation Department rules, and adheres to Fort Wayne Parks and Recreation, and City of Fort Wayne policies and procedures;
- Maintains inventory of supplies and equipment;
- Maintains file of images (digital and other forms) to be used for website and other promotions;
- Deposits monies in accordance with Parks and Recreation policies and procedures;
- Maintains file of images (digital and other forms) to be used for website and other promotions;
- Prepares reports as assigned:
- Assists in booking, managing, and cultivating rental and partner events;
- Stays up to date changing Riverfront information, including, but not limited to: riparian initiatives, development projects, and historical and ecological information.

### **MARGINAL DUTIES**

- Other duties as assigned;
- Assumes assigned of the Riverfront Manager's duties in his/her absence.

### **PERFORMANCE EXPECTATIONS**

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

### **SUPERVISORY RESPONSIBILITIES**

Assists with supervision of instructors, volunteers, and subordinate staff, when directed.

### **EDUCATION and/or EXPERIENCE**

- Bachelor's degree (B.A. or B.S.) from four-year college or university; and at least one year related experience and/or training; or equivalent combination of education and experience.
- Familiar with Riverfront's Fort Wayne's Mission, long range plans, and other relevant program areas;
- Proficient in Microsoft Office software, including Word, Excel, and Power Point;
- Effective communication skills, both oral and written;
- Ability to establish and maintain effective leadership and role model relationship with participants.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Valid Indiana Driver's License if city vehicle used
- First Aid and CPR Certification.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit and use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Applications may be submitted on-line at [www.cityoffortwayne.org](http://www.cityoffortwayne.org) or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1<sup>st</sup> Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Applicants must be 21 years of age or older to hold a CDL with the City of Fort Wayne. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

**Equal Opportunity Employer**

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.