

CITY OF FORT WAYNE JOB POSTING

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

Job Vacancy:	Program Facility Coordinator-Engagement	Department:	Botanical Conservatory
Requisition Number:	2022215		
Hours:	8:30 a.m. – 5:30 p.m., Tuesday-Sat (may vary)	Rate of Pay:	\$42,857.63 Annually
Date Posted Up:	6/22/2022	Date Posted Down:	Until Filled
Time Up:	9:00 a.m.	Time Down:	

SUMMARY

Under the direction of the Conservatory’s Supervisor of Public Programs and Volunteer Development, the incumbent works with peer or independently, as assigned, to plan and produce educational and recreational programs and seasonal displays with the goals of engaging the public with the Conservatory’s people, gardens, and exhibits; to attract garden visitors, families, members, volunteers, and program participants; to facilitate enjoyment and learning in a garden setting; and to promote loyalty to the Conservatory. 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 City and department policies and procedures as well as federal, state, and local regulations. At all times, the incumbent conducts themselves in a professional manner with customers and co-workers.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the ability to interact with the public, City employees, volunteers, and outside agencies with patience, tact, respect, and professionalism. The incumbent collaborates within the Conservatory program unit of staff and volunteers and with Park Department and community peers to accomplish the following; other duties may be assigned.

PLANNING/JUDGEMENT

- Develops a year-round schedule of Conservatory-based programs that include public events, pre-registered classes, workshops, concerts, art displays, plant shows, garden tours, and drop-in programs for a diverse population of residents and visitors, in keeping with our “brand” as a public garden;
- Composes engaging program descriptions that consistently represent the Conservatory and its programs as inviting and accessible;
- Researches and develops interpretative concepts, copy, aesthetic signage, displays, and program delivery to enhance visitor experience of our public gardens and themed seasonal exhibits;
- Supports a successful Plant Sale fundraiser to meet revenue and participation goals;
- Produces music concerts with local, regional, or national talent to meet attendance, sponsorship, and niche market goals;
- Gathers, retains, updates, and publishes volunteer reports, rosters, and mailing lists as needed;
- Coordinates and engages volunteers in support of educational and recreational programming;
- Recruits and schedules instructors, artists, and performers; prepares contracts, evaluates work, and provides feedback;
- Develops program budgets, prepares costing forms, tracks expenses, processes invoices, and produces financial reports; operates within budget;

SUPERVISION/LEADERSHIP

- Maintains effective leadership and role model relationships with volunteers, staff, contractors, and program participants;

- Inspires high performance in paid and volunteer staff through example and constructive feedback;
- Assists with the recruitment, orientation, training, scheduling, assessment, and recognition of individual volunteers;
- Participates in continuing education opportunities for professional development;

MANAGEMENT/OPERATIONS

- Effectively produces a broad range of programs to engage a diversity of visitors and supporters with the Conservatory;
- Applies best practices of event planning and meets deadlines for program development, implementation, evaluation, and reporting;
- Prepares promotional copy and takes quality digital photographs for marketing purposes;
- Practices hospitality with Conservatory visitors and supporters, volunteers, peers, vendors, and program participants, including occasionally offering food or beverage service;
- Offers engaging outreach into the community, manages public outreach booths, operates audio-visual equipment, and makes presentations to on- or off-site groups;
- Schedules, coordinates, and greets school field trips and other group visits on- or off-site;
- Coordinates use of facility space; prepares set-up sheets and reserves rooms on facility calendar; coordinates work with Supervisory staff for program support;
- Responsibly acquires, uses, disposes of, and/or stores props, materials, and supplies;
- Maintains professional partnerships with area educators and members of partnering agencies for Three Rivers Festival, Fright Night, Night of Lights, Winterval, and other community events;
- Promotes Gift Shop/Café/Sales Garden traffic to help meet revenue and participation goals;
- Effectively uses Microsoft Office software, RecTrac, Volgistics, Zoom, and Ecommerce platforms to prepare, save, and distribute information.

MARGINAL DUTIES

- Contributes theme ideas for gardens and exhibits;
- Opens and closes facility for scheduled programs and events;
- Provides Front Desk, Gift Shop, and Butterfly Exhibit coverage as needed;
- Meets needs for diversity, accessibility, and reasonable accommodations;
- Assists with other facility activities and services as assigned.

SUPERVISORY RESPONSIBILITIES

This position supervises instructors, performers, and volunteers.

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.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

EDUCATION and/or EXPERIENCE

Bachelor's degree (B.A. or B.S.) from four-year college or university in public relations, communications, education, hospitality, parks and recreation, or related field; and two to three years of successful experience managing volunteers with progressive responsibility in an educational or recreational setting;

or equivalent combination of education and experience required. Event planning and/or teaching experience preferred as well as experience in horticulture, biology, or natural history.

OTHER KNOWLEDGE, SKILLS and/or ABILITIES

- Communicates effectively both orally and in written format;
- Maintains professional relations and confidentiality;
- Familiarity with PC computer and standard Microsoft Office software required. Experience with social media and virtual programming desirable.

LANGUAGE SKILLS

This position requires strong speaking and writing skills. Experience writing for diverse audiences and in varied formats such as newsletter articles, program descriptions, brochure copy, lesson plans, curriculum, and exhibit signage a plus. The incumbent must have the ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents; ability to write reports, business correspondence, and procedure manuals; ability to write speeches and articles for publication that conform to prescribed style and format. The incumbent must have the ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public and to use appropriate language and etiquette with telephone, handheld radio, and e-mail. Fluent English required; Spanish or Burmese language skills desirable.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. The incumbent has the ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Indiana driver's license;
- Must acquire First Aid/CPR certification within first year of employment.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and must be able to talk and hear. The employee frequently is required to walk, sit, and reach with hands and arms. The employee is occasionally required to stand; climb or balance; stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 15 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus. Most lifting, moving, and vision requirements are associated with setting up and tearing down for programs, working at the computer, and managing groups of people effectively.

WORK ENVIRONMENT

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, and extreme heat. The noise level in the work environment is usually low to moderate.

Applications may be submitted on-line at www.cityoffortwayne.org or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1st 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.