

**City of Socorro  
Job Description**

**Position**

Job Title: Program Coordinator	Department: Recreation Centers
FLSA Status: Part Time	Salary: \$16.05/hr
Approved: December 12, 2019	Last Revised: N/A
Funding Source: This is a 100% grant-funded position	

**General Purpose and Description:**

Under general supervision, develop, organize, and coordinate community programs, projects and initiatives.

**Duties, Functions and Responsibilities:**

- Facilitates the planning, preparation and execution of the after-school youth art program and youth summer/intersession art camps including but not limited to: daily camps schedules, materials needed, staffing and scheduling, recruitment/enrollment of program participants, applications and registrations, field trips, end-of-camp/program showcases, etc.
- Assists in creation of curriculum for the after-school youth art program and youth summer/intersession camps.
- Purchases, inventories, and tracks all program supplies, materials, and equipment according to the City's purchasing policy and reports expenditures to Recreation Centers Director and Finance Department.
- Recruits program volunteers as needed.
- Develops promotional materials (flyers, posters, ad copy, social media ads, etc.) and executes marketing plan to recruit youth participants and ensure program self-sustainability.
- Coordinates with local schools and partner agencies to promote the youth program, recruit potential participants, and enroll at minimum one-hundred (100) eligible youth participants.
- Facilitates staff and volunteer training
- Leads successful implementation of after-school program and summer/intersession camps.
- Schedules, supervises, and monitors program staff and volunteers to ensure high-quality instruction and positive learning environment standards are met.
- Recruits and schedules guest speakers and visiting teachers (artist, musicians, filmmakers, sculptors, etc.)
- Coordinates end-of-camp/program showcase events.
- Ensures participant's safety and well-being at all times, monitors execution of safe practices, and tracks incident reports.
- Maintains records related to program revenues and expenditures, transportation logs, attendance, class rosters, emergency contact lists, etc.
- Monitors program budget and plans for long-term program sustainability.
- Maintains a current and accurate record of all participants enrolled in the after-school program and camps and manages waitlist.
- Contacts parents if participants are not picked up, or in the case of emergencies.
- Assists external evaluator with data/information gathering
- Additional duties as assigned
- Responsible for any assignments issued by the City of Socorro.

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**Knowledge, Skills, and Abilities:**

- Application of good knowledge of general art and recreation activities to include games, hobby crafts, and visual arts knowledge and skills.
- Application of some knowledge of first aid.
- Ability to organize weekly curriculum of activities and provide logistical support to program sites.
- Ability to establish and maintain effective and positive working relationships with supervisors, coworkers, participants, parents and program staff.
- Ability to work with large or small groups.
- Ability to instruct, supervise, and assess assigned staff.

**MINIMUM QUALIFICATIONS:**

**Education and Experience:**

- A High school diploma or GED required. An Associate's Degree in Art History, Studio Art, Architecture, Landscape Architecture, Public Administration, Business or Public Administration, Communications, or related field preferred.
- One (1) year experience in recreation, art education, or a related field.
- Possess a valid Texas class "C" Drivers License

**Equipment:**

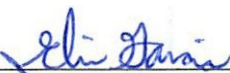
- Operates office equipment such as computers, scanners, calculator, copy machine, shredder, fax machine, and multi-line telephone.
- Operate personal computer and peripherals.

**Physical Requirements:**

- Must be able to lift a minimum of 35 pounds.
- Sitting or standing for extended periods.

**Conditions of Employment:**

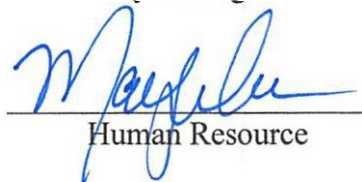
- Pass Pre-Employment Drug Screening.
- Pass Background Check.
- Work flexible hours as required.
- Bilingual Skills: English & Spanish preferred

  
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Mayor

12-12-19  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
City Manager

12/12/19  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Human Resource

12/12/19  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date