



Job Title:	Outreach Program Coordinator
Department:	Recreation & Facilities
Classification:	Full-Time, Non-Exempt
Salary Range:	8
IMRF Position:	Yes

POSITION FOCUS

Under the general direction of the Recreation Manager, the Outreach Program Coordinator is responsible for overseeing a variety of area programs, events, and camps for underserved populations in Palatine. The position will work directly with community partners to coordinate programming.

SUPERVISORY RELATIONSHIPS

Reports directly to the Recreation Manager and indirectly to the Superintendent of Recreation. Immediate supervision of part-time Outreach program and camp staff.

ESSENTIAL FUNCTIONS

1. Plan, organize, implement, supervise and evaluate year-round programming, camps, and special events for underserved youth and adults.
2. Assist patrons with navigating District registration and scholarship processes.
3. Cooperatively and actively work with community partners, including but not limited to elementary and high school Districts, library, police, and Partners for Our Community (POC) for various programs and events. May be required to represent the District as liaison to one or more community groups.
4. Communicate with community members to raise awareness of program offerings and connect individuals with services that support their needs.
5. Continually collect and analyze program feedback, and develop goals and objectives to improve programs and events.
6. Research and secure outside funding sources to support programming via grants and donations.
7. Maintain and update standard operating procedures/manuals for area of oversight.
8. Follow and promote all safety, personnel and operating policies and procedures.
9. Management of direct reports, including hiring, training, scheduling, supervision, discipline, motivation, and evaluation.
10. Manage timecards, payroll, and employee records in conjunction with Human Resources and enforce HR policies.
11. Responsible for creating budget and required reports and documentation. Accurate tracking of expenses, revenues, and purchases in accordance with policies and procedures.
12. Monitor, track, and analyze participation, usage trends, and best practices in order to develop and update comprehensive planning.
13. Collaborate with Volunteer Coordinator on volunteer needs.
14. Work with various departments to efficiently schedule programming and event needs.
15. Maintain supplies and equipment, report items in disrepair, submit service calls as needed.
16. Perform any other similar or related duties as required or assigned.



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SECONDARY RESPONSIBILITIES

1. Fulfill the Park Districts mission and vision by acting in the best interests of the Palatine Park District, fellow employees and patrons.
2. Efficiently and diplomatically respond to public inquiries, complaints or compliments in a timely manner.
3. Participate as a team member of the District to provide and improve services to the community, as well as, providing excellent internal and external customer service.
4. Complete required reports, develop annual work plan goal and present as needed for areas of responsibility
5. Participate in internal and external committees, task forces, meetings, trainings, and professional development opportunities.
6. Attend required special events, regularly scheduled meetings and Park Board of Commissioner meetings as requested.
7. Work cooperatively with Communications and Marketing to produce copy for seasonal guides, website updates, social media and other marketing efforts.
8. Act as an NWSRA inclusion advocate, maintain open communication regarding registration and supports in designated program area.
9. Regular and punctual attendance.
10. Maintain a neat and orderly work environment.
11. May be required to respond to emergencies.

EDUCATION, EXPERIENCE, AND TRAINING

- Bachelor's Degree in Recreation, Park and Tourism Administration or related field.
- Certified Park and Recreation Professional Certification preferred.
- One (1) to three (3) years' experience in programming, budgeting, and supervising staff preferred.
- Valid Class Illinois "D" driver's license.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- The ability to pass a background check within the Illinois Park District code requirements and pre-employment physical and drug screen.
 - Knowledge of grant writing and administration.
 - Ability to work independently and in a fast-paced environment.
 - Strong part-time supervisory skills.
 - Strong organizational, analytical, problem-solving skills and attention to detail.
 - Excellent verbal and written communication skills.
 - Ability to anticipate work needs and interact professionally with internal and external customers.
 - Ability to operate related office equipment, such as computers and copier.
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- Proficient with various computer software, i.e., Microsoft Office Suite, VSI software.
 - An understanding of pertinent safety precautions and risk management procedures.
 - Understanding and knowledge of principles of financial management and budgeting.
 - Bilingual (Spanish) required.

HOURS AND ENVIRONMENTAL CONSIDERATIONS (includes Physical Demands)

- General Monday to Friday, forty (40) hours per week.
 - Additional hours may be required to meet deadlines or for District events.
 - Night and weekend hours may be required for classes or supervision of staff.
- General work area is an indoor, smoke-free environment with controlled temperatures and LED/fluorescent lighting. With exposure to noise distractions from employees or equipment operation in adjacent work areas. Also, may have infrequent exposure to cleaning materials and office supplies.
- May have limited exposure to infectious disease if required to perform routine first aid or emergency procedures.
- Prolonged periods of stationary work on a computer.
- Constantly operates a computer and other office productivity machinery, such as a copy machine and printer.
- This position moves occasionally about the office to access files, printer, and cabinets.
- The ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
- The ability to observe details at close range.
- Infrequently moves items weighing up to 25 lbs. across office for various needs.
- May require some bending, kneeling, and reaching for items, supplies or materials as directed.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

AFFIRMATIVE ACTION/EEO STATEMENT

At Palatine Park District, we are proud to be an Equal Employment Opportunity and affirmative action employer. We celebrate diversity and are committed to building a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better we can serve the Palatine Park District Community.



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SIGNATURES

This job description has been reviewed approved by:

Supervisor/Manager Name: _____

Supervisor/Manager Signature: _____ Date: _____

Superintendent/Director Name: _____

Superintendent/
Director Signature: _____ Date: _____



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EMPLOYEE ACKNOWLEDGEMENT STATEMENT

By my signature below I acknowledge that I have received and have had an opportunity to review the copy of my job description.

I understand all my job duties and responsibilities and I am able to perform the core responsibilities as outlined.

I understand that the job description is intended to describe the general nature and level of work performed by me and is not a complete list of responsibilities, duties, and skills required of me in this position.

I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description.

I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor.

I recognize that the job description is used by the employer and the employee to clarify expectations regarding reporting relationships, qualifications, physical requirements and essential duties.

If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor.

This is not a contract or enforceable promise or guarantee of any kind, of any specific terms or conditions of procedural rights, and that any or all portions of this procedure may be amended or eliminated from time to time without advance notice.

Acknowledgement Signatures

Employee Printed Name: _____

Employee Signature: _____ Date: _____