

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: PROGRAM COORDINATOR

TITLE #: 1491

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for the coordination of various special programs and acting as a liaison between a municipality and various organizations and the general public. The work involves planning, coordinating and overseeing programs related to youth and senior citizens within the municipality. The incumbent is responsible for overseeing the operation of a facility and/or affiliated services. Work is performed in accordance with established policies and procedures with leeway allowed for the exercise of independent judgment in carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES:

Coordinates special programs/events within the community or municipal government;

Attends meetings and represents municipality within the community such as Chamber of Commerce, school districts and other civic organizations;

Gathers community data to assess program effectiveness, increased or additional service needs and community resources;

Develops program services based on assessment of community needs and resources;

Assists department heads and other municipal employees in all aspects of planning, coordination, implementation and evaluation of special projects, programs and events;

Maintains contact with business and community leaders to coordinate special events/ programs;

Develops, oversees and supervises youth programs, which may include a summer day camp program;

Organizes, coordinates and plans the monthly calendar for senior citizen center programs and/or youth programs; maintains records and reports as required;

Works closely with Orange County Youth Bureau to ensure program standards are met in order to receive matching funds;

Meets with Chair of the Joint Park and Recreation Board to review youth programs, make recommendations for changes and develop new programs;

Reports to Town Board and makes recommendations on all aspects of the senior citizen center: activities, attendance, budget, supplies and equipment needs, building and maintenance information;

Prepares annual budget for senior citizen center for Town Board approval, including recommendations and justifications for all expenditures; reviews and analyzes senior citizen center budget on a monthly basis;

Recruits, interviews, hires and monitors performance of staff, volunteers and consultants providing lectures and/or directing seniors and/or youth in various activities;

May use and maintain computer applications, such as spreadsheets, word processing, calendar, e-mail, website and other database software in performing work assignments and final evaluations of special events/programs.

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REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge of community resources and needs within the municipality; good knowledge of planning and coordinating programs; good knowledge of recreational and social needs of youth and the elderly; working knowledge of record keeping techniques; ability to communicate effectively, both orally and in writing; ability to work with diverse groups and organizations; ability to establish and maintain effective working relationships with a wide variety of people; ability to use computer applications such as spreadsheets, word processing, calendar, e-mail, website and database software; ability to prepare reports and budgets; courtesy and tact; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Completion of sixty (60) credit hours at a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees and one (1) year of work or volunteer experience in planning, leading, or administering recreation or leisure programs for youth and/or seniors; OR
- (B) Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience as outlined in (A) above.

JURISDICTIONAL CLASS: Competitive

ADOPTED: 12/16/98 kmg

REVISED: 05/01/06 dmc

REVISED: 05/26/11 dr