

CITY OF CHATTANOOGA

Classification Specification Title: Community Center Program Coordinator

Department: Community Development

Pay Grade: GS.10

Supervision Received From: Community Center Program Mgr FLSA Status: Exempt

Supervisory Responsibility For: Community Activator

Established: 5/1/25

Revision Date: N/A

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for planning and organizing programs and services for the Department of Community Development. Duties include developing and designing curriculum, program schedules, instructional materials, and calendar for year round programming; developing promotion strategies and materials to increase participation; preparing budget reports; assisting in the development and implementation of new policies and procedures; hiring, training, scheduling and evaluating program staff, vendors, and instructors. Work requires limited supervision and the use of independent judgment and discretion.

SERIES LEVEL:

The Community Center Program Coordinator is a stand-alone position in the Community Development management series.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Designs, plans, coordinates, organizes, supervises, and evaluates the activities of specialized activities, leagues and/or programs; supervises support staff and/or related personnel; manages logistical components associated with activities and programs; ensures appropriate facilities, equipment and materials are available and ready for utilization to ensure the successful operations of assigned activities and programs.

Represents the Department with the public and with outside groups, organizations, and agencies; responds to a wide variety of questions, comments and/or concerns; resolves related complaints.

Prepares and maintains a variety of records and/or reports related to assigned programs, including financial reports that summarize and/or outline incoming and outgoing funds.

Assists Community Center staff with creating program schedules and activity calendars.

Coordinates and/or participates in/on a variety of meetings, seminars, conferences, training sessions and/or other related events to receive and convey information.

Works closely with the Department marketing team to publicize and promote programs using a variety of media and related sources, and to oversee the distribution and/or dissemination of promotional materials.

Performs a variety of general administrative activities in support of division operations which includes; maintaining and ordering supplies and/or performing other related activities.

Utilizes a cell phone for business purposes as determined by the assigned job duties and the Department Head.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers, and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

Planning, instructing, and training Department of Community Development leaders for diverse populations including children, adults, and seniors

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Recreation, Human Services, or related field and four (4) years of progressively responsible program design and community engagement experience; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS:

Possession of/or ability to obtain First Aid/CPR Certifications. May require certifications specific to specialty area(s).

KNOWLEDGE AND SKILLS:

Knowledge of supervisory principles; recreational and community engagement program planning, administration and supervision principles and practices; marketing and promotion theories, principles and practices; budgeting principles; record-keeping practices and principles; applicable age-appropriate activities, programs and materials; community demographics; customer service principles and applicable federal, state, and local laws, codes, regulations, policies, rules, and regulations.

Skill in monitoring and evaluating the work of subordinate staff; prioritizing and assigning work; using a computer and related software applications; maintaining records; exercising good judgment, flexibility, creativity, and sensitivity in response to changing situations; scheduling programs and events; coordinating and overseeing recreation program sites and equipment; planning, developing, supervising, and managing programs and/or events; evaluating program effectiveness; preparing and maintaining records and reports; providing customer service; administering budgets; interpreting and explaining policies and procedures; communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS:

Positions in this class typically require balancing, stooping, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

WORK ENVIRONMENT:

Medium Work: Exerting up-to 50 pounds of force occasionally, and/or up-to 20 pounds of force frequently, and/or up-to 10 pounds of force constantly to move objects. Incumbents may be subjected to moving mechanical parts, extreme temperatures, and intense noises.

SPECIAL REQUIREMENTS:

Safety Sensitive: Y

Department of Transportation - CDL: N

Child Sensitive: Y

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.