



•SWIM & RECREATION CLUB•

**SAMENA CLUB
Job Description**

TITLE: Program Coordinator-Children's & Events

FLSA: Full-Time Exempt

DEPARTMENT: Children's Programs

REPORTS TO: Children's Program Director

SUMMARY:

The Program Coordinator is responsible for the execution, administration, implementation and ongoing evaluation of our school age programs as well as Events at the Samena Club. Responsible for assisting with the planning, coordination, execution and promotion of all Children's Programs and Preschool programs and events. Ensures that the details and logistics for areas of responsibility are carried out as appropriate in support of the Club and its members. Provides expertise, advice and support to areas of responsibility. Assists in the development and oversight of budgets for Children's Programs and Events.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Oversee the day to day program operations and plans, coordinates and implements daily activities under the direction of the Children's Program Director.
- Consistently meets the requirements for the State of WA Child Care Licensing and the Samena Club. Assists the Director with all licensing and compliance.
- Manages Children's Program and Event staff; participates in interviews, hiring decisions and training. Plans, assigns and directs work; evaluates and manages performance. Actively participates in the development of employees through feedback and mentoring.
- Has the ability to drive the 15-passenger van to the local elementary schools.
- Coordinates and executes all activities related to events including, but not limited to, scheduling, staffing, support and internal/external communication.
- Ensures that events and associated activities are carried out smoothly and safely and are appropriately supportive of the Club's community and family orientation.
- Implements disciplinary procedures as outlined by the program policy.
- Participates in the development, monitoring, and reporting of Children's Programs and Events budgets in coordination with the Program Director.
- Develops effective working relationships with Director, colleagues, employees, parents, members, youth and vendors.
- Assists as needed or requested with special Club activities.
- Assist the Program Director with special projects when designated.



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SUPERVISORY SKILLS

- Hire, train, schedule, monitor, and evaluate staff; including implementation of performance guidelines when necessary.
- Provide formal and informal job performance feedback on a regular basis.
- Motivate and educate part time staff with in-house training.
- Provide ongoing customer service training.

SUPERVISORY RESPONSIBILITIES: Manages professional and administrative staff in multiple disciplines.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to meet all required deadlines and perform each essential function at a competent level. 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 functions.

GUIDELINES FOR EDUCATION AND EXPERIENCE:

- B.A. or B.S. in recreation, education, or related field preferred.
- Minimum of three (3) years of progressive experience in public/private education or recreation programming.
- Demonstrated success in event planning, coordination and execution.
- Excellent planning, implementation and organizational skills.
- Demonstrated ability to perform work within established deadlines and budgets.
- Outstanding verbal and written communication skills.
- Experience with advertising and promotion of programs and events.
- Strong creative ability, organizational skills, detail-orientation and customer service focus.
- Ability to maintain positive relationships with members, guests, vendors and staff.
- Valid driver's license and a clean driving record.
- Ability to pass a background check and pass a TB test.
- Strong knowledge of Microsoft Office software.
- Ability to remain flexible in order to adapt to changing work environments.
- Maintain current (within the first 6 weeks of hire) First Aid and CPR for the Professional Rescuer, Bloodborne Pathogens certifications.

To apply please cover letter and resume to Tonya Swick, Executive Director
tonyas@samena.com



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The above position description is not intended to describe in detail the multitude of tasks that may be assigned but rather to give the incumbent a general sense of the responsibilities and expectations of his/her position. As the nature of the business/organizational demands change, so, too, may the essential functions of this position.