

## **McFarland Recreation and Park District**

**POSITION TITLE: Program Coordinator**

**REVISED: July 2026**

**SALARY RANGE: \$18.87 – \$25.29 PER HOUR**

**CATEGORY: Non-exempt Part-Time, Flexible Hours**

**REPORTS TO: District Manager & Administrative Supervisor**

**SUPERVISES: Seasonal staff, recreation leaders, and program volunteers**

### **Position Summary**

Under the general direction of the District Manager and Administrative Supervisor, the Program Coordinator plans, organizes, promotes, staffs, executes, and evaluates comprehensive recreation programs, special events, and district activities. This role acts as a primary community liaison and ensures the safe, effective operation of community facilities. This position also serves as the primary operational backup for the office, ensuring continuous coverage, answering public inquiries, and handling general administrative duties.

### **Essential Duties and Responsibilities**

- **Program Management:** Plans, schedules, implements, and evaluates diverse seasonal recreation programs and community-wide special events.
- **Office & Reception Coverage:** Serves as the designated on-site backup for the front desk; answers multi-line phones, greets visitors, routes calls, and manages incoming district mail.
- **Administrative Operations:** Handles walk-in customer service, manages digital program registrations, processes fee payments, and maintains organized programmatic and district records.
- **Fiscal Support:** Assists with the creation, tracking, and monitoring of individual program budgets and supply procurement.
- **Facility Coordination:** Oversees day-to-day scheduling and on-site supervision of district amenities, including athletic fields, gymnasiums, pools, and fitness rooms. Will also step in when needed to prep facilities for programs or special events.
- **Staff Supervision:** Recruits, trains, schedules, and monitors seasonal personnel, recreation leaders, and volunteers.
- **Public Relations:** Markets programs by designing flyers, distributing promotional material, coordinating school visits, and preparing news releases.
- **Community Liaison:** Serves as a district representative to local partner groups, committees, and the McFarland Unified School District to secure facility use permits.

## Qualifications and Requirements

- **Education & Experience:** High School Diploma or GED required. College coursework in Recreation Administration, Physical Education, Child Development, or Communications is highly preferred.
- **Experience:** Minimum of one (1) year of experience in recreational programming, camp leadership, or a related public service environment.
- **Communication Skills:** Ability to write clear correspondence and effectively present informational updates to parents, coaches, instructors, and district board members.
- **Technical Skills:** Proficiency in Microsoft Office Suite, Adobe Acrobat, social media platforms, and digital recreation management/registration software. Typing speed of 40–50 wpm.
- **Licenses:** Possession of a valid California Class C Driver's License and proof of personal vehicle insurance, or the ability to utilize defined alternative transportation methods to complete off-site district business.

## Performance Standards

The Program Coordinator shall be deemed to be performing acceptably when they:

1. **Promote Teamwork:** Foster a positive workplace environment, collaborate productively with full-time staff, and successfully guide seasonal employees.
2. **Ensure Quality & Safety:** Enforce strict safety protocols across all fields and facilities, mitigate hazards immediately, and manage equipment inspections.
3. **Exhibit Adaptability:** Manage variable seasonal workloads and adjust programming hours to fit community and event timelines.
4. **Delivers Customer Service:** Resolve consumer conflicts empathetically and respond effectively to public feedback regarding program quality.

## Physical Demands & Work Environment

- **Physical Demands:** Frequently required to sit, talk, hear, and stand. Regularly required to walk, lift, or move up to 25 pounds +. Occasionally required to climb, balance, stoop, kneel, or crouch during active program supervision.
- **Work Environment:** Operations occur in both standard office settings and outdoor recreational spaces. Indoor noise levels are typically moderate, whereas outdoor environments may experience variable weather and higher noise levels.

*"The McFarland Recreation and Park District is an Equal Opportunity Employer. We prohibit discrimination, harassment, and retaliation based on race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, reproductive health decision-making, or veteran/military status."*