

NOTICE OF JOB OPENING

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Posting Begins	June 30, 2022	Posting Ends	July 13, 2022
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Position Title	PROGRAM COORDINATOR
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Department	Parks & Recreation	Division	
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	New Position	X	Full-time	40	Hrs./Week
X	Replacement		Part-time A		Hrs./Week
	Seasonal Temporary		Part-time B		Hrs./Week

Location of Position	Fleet Center – 5033 State Avenue, Kansas City, KS
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BRIEF JOB DESCRIPTION: The Program Coordinator oversees the special populations department and will be responsible for planning, coordinating, and evaluating Parks and Recreation programs as well as creating new partnerships within the community and enhancing community development. This is a supervisory position that directs the daily activities of volunteers and staff. Duties include: coordinating recreation program activities with other departments, public organizations and agencies; working cooperatively with appointive committees, the general public, business groups, service clubs, and other community groups in exploring, developing, financing, and implementing new program ideas, planning and organizing recreation based community events and special events; planning and creating new programs; preparing program plans and schedules; evaluating programs and making necessary changes; evaluating staff; preparing and monitoring program budgets; identify supplies, locations, staff needed, and their cost to provide activities; ordering supplies; developing related policies and procedures; preparing related program reports; monitoring compliance with rules, policies and regulations; preparing for and giving presentations; conducting related studies and analyzing data; preparing and administering contracts for services; preparing grant proposals and administering grant funds; attending related meetings; preparing newsletters and brochures; responding to government and public inquiries and complaints; training staff and volunteers; and activity and facility registration.

MINIMUM QUALIFICATIONS: Bachelor's Degree in parks and recreation, physical education, marketing, or any other related field and two years of related program experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Valid Kansas Driver's License is required.

**SUCCESSFUL APPLICANT IS REQUIRED TO TAKE
PRE-EMPLOYMENT PHYSICAL AND DRUG SCREEN.**

Salary Range	\$4,160.00 - \$5,564.00/mo.	PI #	2711	Class. Code	1417
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It is the policy of the Unified Government not to discriminate against any employee or applicant for employment because of race, color, national origin or ancestry, religion or creed, sex, age, or disability. All applicants for this position who do not presently hold a safety sensitive position with the Unified Government will be required to submit to a drug test after successful bid and before actual appointment.

**MUST BE A RESIDENT OF WYANDOTTE COUNTY OR WILLING TO RELOCATE
PUBLIC LAW REQUIRES ALL NEW APPOINTEES TO SUBMIT PROOF OF IDENTITY AND EMPLOYMENT
ELIGIBILITY
EOE**

The Unified Government of Wyandotte County / Kansas City, Kansas is an Equal Opportunity Employer and values diversity in its workforce.