

Program Coordinator I, II, III Keep Genesee County Beautiful

GENERAL STATEMENT OF DUTIES:

Coordinates dally programs, activities, and special events. Performs a variety of jobs related to planning and conducting program activities. Coordinates activities of other staff and volunteers. Works under general supervision *and* performs other related duties as required.

STATEMENT OF TASKS:

Support the work of the Program Director

Work independently on assigned projects that include beautification and community greening, litter and graffiti abatement and waste reduction and recycling

Coordinate and work directly with volunteers on the implementation of KGCB programs and activities

Assist in the coordination and implementation of events and program activities

Research, recommend, and develop new program activities

Participates in programs as required

Participates in promoting, constructing, and presenting programs

Performs office tasks that include filing, answering phone calls, returning emails, *record* management, report generation, program creation, monitoring, evaluation, event planning, curriculum development, volunteer training, maintenance of mailing lists

Attend and/or give presentations at local meetings representing KGCB.

Inventory KGCB materials and assist in their distribution.

Assist in marketing and promotion.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Ability to prepare and maintain necessary records and create reports

Ability to effectively supervise volunteers

Ability to communicate effectively both orally and in writing with the public and staff

Ability to maintain good interpersonal relationships with diverse groups, organizations, and individuals

Ability to carry out complex written and oral communications

Ability to accurately fill out forms and keep records

Thorough knowledge of rules, policies, and procedures

Ability to assess and respond to emergency situations

Ability to read and write and be physically able to perform the work

Familiarity with the use of social media

MINIMUM QUALIFICATIONS

Two **(2)** years of experience in coordinating, developing, and conducting programs and two **(2)** years of supervisory experience or other combination of training and experience

Demonstrated excellence in organization and communication skills • Computer skills/knowledge of Windows and Microsoft Office Programs (Word, PowerPoint, Excel)

An interest in and willingness to pursue KGCB's mission
Valid Michigan driver's license

SPECIAL REQUIREMENTS:

Must be willing to work weekends, holidays and irregular hours as scheduled or directed

May be required to wear a uniform

Must be courteous in dealing with the general public and fellow staff members

Required to regularly drive to sites within the City of Flint and Genesee County

Able to physically move materials to sites and perform physical work as needed
(30-50 pounds)

Certification In CPR and First Aid

PROGRAM COORDINATOR II

MINIMUM QUALIFICATIONS:

One year experience as a KGCB Program Coordinator with maintaining a satisfactory employee evaluation **OR** Three **(3)** years' experience in coordinating, developing, and conducting programs and three **(3)** years of supervisory experience or other combination of training and experience.

PROGRAM COORDINATOR III

MINIMUM QUALIFICATIONS:

Two years' experience as a KGCB Program Coordinator with maintaining a satisfactory employee evaluation **OR** Four **(4)** years' experience in coordinating, developing, and conducting programs and four **(4)** years of supervisory experience or other combination of training and experience.