

City of Fort Worth, Texas Job Description

Classification Title	Community Center Coordinator		
Job Code:	PR1311	Job Family:	Professional
Pay Grade	612	Date Reviewed:	07/06/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Oversees and coordinates Community Center and/or public facility activities and social programs; implements social programming goals and objectives; and performs a variety of administrative and professional tasks in support of assigned area of responsibility.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Oversees Community Center programs, activities and events. Identifies the need the program or activity will address; determines target audience for program; oversees program development; involved key community leaders and organizations; monitors timelines and goals; reviews program marketing and advertising efforts; and allocates resources accordingly.
3. Monitors and evaluates the quality, responsiveness, efficiency and effectiveness of community center or public facility programs and services; and works with employees on the continuous improvement of the community center or a public facility.
4. Oversees the operations of Community Action Partner program. Provides technical assistance to caseworkers and other office staff; and completes and reviews a variety of reports.
5. Schedules usage of community center and/or public facilities for activities including athletics, recreation, culture, and education; collects deposit fees; and provides information and assistance to users of facilities.
6. Maintains and develops reports concerning new or ongoing programs and program effectiveness; maintains records for the community center or public facility; maintains and file reports for management staff; and prepares statistical reports, as required.

7. Monitors and inspect the Community Center or public facility; schedules maintenance; and secures facilities.
8. Participates in the preparation and administration of assigned budget; submits budget recommendations; and monitors expenditures.
9. Connects with outside agencies to foster community development. Collaborates with tenant agencies throughout the Center; coordinates special events and facility usage; and attends and hosts networking events and meetings.
10. Participates in sheltering during emergencies. Maintain current training and knowledge of emergency management plans; and places facility on lock down, as needed.
11. Performs other related duties as required.
12. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**

- Basic operations, services and activities of a Community Center.
- Principles and practices of athletic, recreational, cultural, educational programming, and shelter operations.
- Basic procedures, methods and techniques of budget preparation and control.
- Human Service programs and services.
- Methods and techniques of report preparation.
- Local, state and federal regulations pertaining to funding sources.
- Basic office operations and procedures; program guidelines and regulations.
- Basic support and operations functions, including client support services.
- Modern office equipment including computers.
- Pertinent Federal, State and local laws, codes and safety regulations.

- **Skill in:**

- Organization and time management.
- Customer service and networking.
- Computers and applicable software.
- Facilitating meetings.
- Marketing and promoting.
- Public speaking.

- **Ability to:**

- Communicate clearly and effectively, both orally and in writing.
- Coordinate and direct community center and/or public facility programs.
- Recommend and implement goals and objectives for providing programming and events.
- Review files and reports for accuracy and completeness.
- Perform eligibility intakes and process payments.
- Prepare clear and concise reports.
- Serve on committees and boards.

- Determine program timelines and schedules.
- Collaborate with outside entities to accomplish mission and goals.
- Elicit community and organizational support for a variety of programs.
- Interpret and explain City policies and procedures.
- Prepare and administer budgets; allocate limited resources in a cost effective manner.
- Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in Psychology, Sociology, Social Work, Public Health, Business Management, Public Administration or a related field and four years of increasingly responsible community service, recreational, or social activity experience; including one year of administrative/supervisory responsibility.

OTHER REQUIREMENTS

None.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Medium work – Depending on assignment, positions in this class typically exert up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.