STRASBURG PARKS & RECREATION DISTRICT
1932 Burton Street • Strasburg, CO 80136 • www.strasburgparks.org

JOB DESCRIPTION: PROGRAM COORDINATOR

GENERAL DESCRIPTION

The Program Coordinator is responsible for planning, organizing, implementing, and overseeing a variety of recreational programs, activities, and community events for participants of all ages. This position serves as a representative of Strasburg Parks & Rec District and plays an important role in providing quality recreational opportunities that promote community involvement, personal development, and active lifestyles. The ideal candidate is organized, dependable, enthusiastic, and comfortable working independently and with people of all ages.

DUTIES AND RESPONSIBILITIES

The Program Coordinator's primary responsibility will be to manage and oversee Twisters Athletics, including the gymnastics, cheer, and dance programs. Additional responsibilities include developing, coordinating, and administering recreational programs and activities for youth, adults, and seniors.

Coordinator will perform a combination of administrative, office, and on-site duties, including but not limited to:

- Recruit, train, schedule, and supervise instructors, coaches, and volunteers as needed.
- Plan, organize, coordinate, and oversee assigned recreational programs, activities, and events.
- Develop new programs and activities based on community interests and needs.
- Coordinate program schedules, registrations, facility usage, equipment, and supplies.
- Communicate effectively with participants, parents, instructors, volunteers, and partners.
- Assist with program promotion, including social media, flyers, and other marketing materials.
- Assist with program budgets, monitor expenses, and support cost-effective operations.
- Address participant questions and concerns in a professional and timely manner.
- Ensure programs are conducted in a safe, organized, and positive environment.
- Assist with District-sponsored special events and other activities as assigned.
- Perform additional duties as directed by the District Manager.

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong organizational, time-management, and problem-solving skills.
- Excellent written and verbal communication skills.
- Ability to work effectively with children, parents, volunteers, and community members.
- Ability to supervise, motivate, and provide guidance to instructors and volunteers.
- Comfortable working independently, taking initiative, and managing multiple responsibilities.
- Proficiency with computers, basic office software, email, and social media platforms.
- Ability to maintain a professional, positive, and customer-service-oriented attitude.
- Flexibility to adapt to changing schedules, program needs, and community expectations.
- Valid driver's license required.
- Must successfully pass a criminal background screening.

SUPERVISION
The Program Coordinator works under the general direction and supervision of the District Manager. The position will provide direction and oversight to part-time instructors and volunteers.

EDUCATION AND/OR EXPERIENCE
Any combination of education, training, and experience that demonstrates the ability to successfully perform the duties and responsibilities of the position will be considered.

PAY RATE
Starting at $22 per hour, with compensation commensurate with qualifications and experience.

BENEFITS
Eligible employees participate in the Colorado Public Employees' Retirement Association (PERA) in accordance with applicable requirements.

WORK SCHEDULE
Part-time, hourly position with a flexible schedule based on program needs. Occasional evening and weekend hours will be required.

WORK ENVIRONMENT
This position involves a combination of office work and hands-on program supervision at District facilities and community events. Duties may require standing, walking, setting up equipment, and working indoors or outdoors in varying weather conditions.

EQUAL OPPORTUNITY EMPLOYER
Strasburg Parks & Recreation District is an Equal Opportunity Employer and is committed to providing an inclusive and welcoming environment for employees and participants.