



JOB OPENING

Programs Coordinator

Salary Range: \$34,716 - \$49,077

Closing Date: Open until filled

Reports to: Leisure Services Manager

Full-Time, Exempt position

Summary: The Town of Miami Lakes (population 29,000) is seeking an experienced Programs Coordinator to assist in the coordination and instruction of the Town's recreational and community programs and events.

Essential Duties

- Assists in the development of recreational and community programs and events.
- Monitors program contractors, staff, and participants; performs inspections.
- Ensures programs and events are carried out on time, on schedule, and safely.
- Assists in program registration, uses and monitors registration system, provides information and assistance to the public in using the system, manages rosters.
- Assists in procurement, requisition of materials and supplies for programs.
- Assists in promotion of programs and events; prepares newsletters and flyers.
- Assists in coordination of program schedules, facility use and needs for programs and events.
- Meets with community organizations on partnerships, sponsorships.
- Meets with instructors weekly or as needed.
- Monitors programs, attends meetings when required.
- Provides recreational program instruction and oversight to children, seniors, and adults.
- Monitors program volunteers.
- Assists in coordination of program-related events including annual community recital.
- Assists with distributing and collecting program surveys and compiling data.
- Ensures safety of staff and participants, ensures safety rules are being followed.
- Assists in emergency response operations as needed, follows all FEMA training and American Red Cross protocols.
- Answers all questions from the public, resolves any problems, complaints, or concerns from participants and users.
- Enforces all park rules and regulations.
- Submits incident reports including but not limited to injuries, trespassing, equipment inventory and loss or other significant event.
- Serves as visual presence at park facilities and is usually the first line of communications with the public, answering telephone calls, and providing information.
- Meets with supervisor, as needed.
- Provides special event support as needed.
- Assists with special projects as needed.
- Other duties as assigned.

Minimum Qualifications

- Bachelor's Degree in Parks, Recreation, or other related field.
- A minimum of two years of experience in recreation/leisure services or combination of training and experience that provides the desired knowledge and abilities.
- Must have exemplary organizational and interpersonal skills and maintain a professional demeanor
- Must be able to communicate effectively with co-workers, supervisors, instructors, members of the public.



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- Must be able to maintain records and prepare reports using computers or related software.
- Speak and understand English; Bilingual a plus.
- Must be able to complete and pass a comprehensive background check in accordance with the Town of Miami Lakes Administrative Order #07-01
- Current First Aid/CPR Certifications required (or ability to obtain)

Desirable Qualifications

- Minimum 1 year experience in program coordination and management
- Minimum 1 year experience in recreation program instruction.

The Town of Miami Lakes is an Equal Opportunity Employer and Drug Free Workplace.

Applicants must complete all requirements established by the Town of Miami Lakes for employment. This may include, but is not limited to, a written examination, a comprehensive background investigation and a job-related medical examination including a drug/alcohol screening test

To apply: Please forward a resume and letter of interest before the closing date, to the Town of Miami Lakes via email: Jobs@miamilakes-fl.gov. Individuals with disabilities requiring accommodations must contact the Human Resources Department by calling (305) 364-6100.

Approved 05/17/17