

CLAYTON COUNTY, GEORGIA

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: INTERGENERATIONAL PROGRAM COORDINATOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to plan and implement social and recreational programs for youth, teens, adults, seniors and families within Community Center and throughout the County. Work also involves planning and implementing, social recreation activities, arts and crafts, educational programs, trips/excursions; developing a schedule of planned activities and events to meet the needs and interests of the community; and evaluating effectiveness of programs, services, and facility management under the direct supervision of the Intergenerational Center Manager.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Plans and directs cultural, educational, fitness, life skill development, health and wellness and trips. . Determines materials, supplies, and staff/instructors needed for programs.

Performs public relations/marketing duties to promote programs and services and generate interest and participation.

Supervises , directs and evaluates assigned staff; processing employee concerns and problems directing work counseling, discipline and completing employee performance appraisal; interview and hires staff.

Interviews, selects and schedules instructors/volunteers for planned events and activities; provides training, guidance and direction; and plans and implements recognition and appreciation activities for volunteers.

Performs a variety of administrative duties associated with coordinating programs to include: preparing reports of programs, participation records, status of projects and summaries of services, etc; attends meetings and coordinates activities with supervisor, other staff and County officials.

Escorts participants on trips and tours, which range from day outings to overnight trips and travel. Operates and maintains a passenger van used for trip transportation.

Obtain appropriate medical and/or emergency care in the event that a participant becomes ill or is injured.

Clayton County, Georgia ~ Program Coordinator

Maintains inventory of materials, equipment and supplies; identifies needed maintenance and repair on vehicle, equipment, etc.; orders supplies as needed; reviews and processes invoices; and monitors budget and expenditures.

Oversees rental activity by private groups and outside individuals for afterhours use.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by one (1) year of experience working with senior citizens and implementing recreational programs; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain valid Georgia driver's license.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Clayton County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.