

KEEP GENESEE COUNTY BEAUTIFUL

SEASONAL PROGRAM COORDINATOR

GENERAL STATEMENT OF DUTIES:

Coordinates daily 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 tasks specified are 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 of 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

- BA and three (3) 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 7 and Microsoft Office 2010 (Word, PowerPoint, Excel)
- An interest in and willingness to pursue KGCB's mission
- Valid Michigan driver's license and own transportation

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 First Aid and CPR

Pay Rate: \$15.25/hour

2/6/2018