



**BOYS & GIRLS CLUB
OF THE MUSKEGON
LAKESHORE**

POSITION DESCRIPTION

Title: Park Coordinator, Summer Park Club Site- Seasonal (May- August)

Reports To: Park Director

Wage: \$11 Per Hour

Status: Non- Exempt

PRIMARY FUNCTION:

- Directs/manages overall daily operations of the designated Park Site with the primary concern for programs and service delivery, supervision and training of staff, facilities management, community relations and membership administration.

ESSENTIAL JOB RESPONSIBILITIES:

Outcomes Management

- Establish, monitor and evaluate park site programs, activities and services that prepare youth for success that create an optimal experience that facilitates achievement of strategic outcomes.
- Develop partnerships with parents, community leaders and organizations.
- Develop and maintain public relations and recruitment efforts to increase the visibility of programs, services, the number of children participating in activities within the park and the community.

Resource Management

- Develop and manage park budget and control expenditures against budget.
- Ensure administrative and operational systems are in place to maintain the operation of the physical properties and equipment of the park sites, including use of facilities by outside groups.

Skill Development

- Recruit, manage and provide career development opportunities for park staff and volunteers.
- Develop staff skills in program development and implementation, outcome management, fundraising, membership development, and Board development (as required)

Additional Responsibilities

- Purchase or approve purchase of supplies and equipment.
- Work with staff on special events to carry out programs in all departments.
- Exercise authority in problems relating to members; utilize guidance and discipline plan.
- Assume other duties as assigned.

Relationships

- Internal: Maintains close, daily contact with Park Director to interpret and explain organizational mission, program objectives and standards, and provide/receive information. Maintains contact with club professional staff as required. Has regular contact with members as needed to discipline, advice, and counsel.
- External: Maintains contact with external community groups, schools, parent groups and others to assist in resolving problems and to publicize Club Park Site.

SKILLS/KNOWLEDGE REQUIRED:

