



City of Mason

Employment Opportunity

For

Program Coordinator

Starting salary: \$17.91 (DOQ)	Classification: Coordinator
Reports To: Program Supervisor	FLSA: Non-Exempt
Posted: 11/4/2025	Department: Parks & Recreation
Working Hours: Flexible	Status: Part-Time

General Statement of Duties and Distinguishing Features of Class

The Program Coordinator will assist in developing, implementing, supervising, and evaluating programs with the City of Mason's Parks and Recreation Department and other duties as assigned. The position is responsible for ensuring the safety and well-being of each patron in the facilities and services at the Mason Community Center. This position will be under the direction of a Program Supervisor.

Examples of Work (Illustrative Only)

- Responsible for the planning, supervision, and evaluation of assigned duties under the direction of the Program Supervisor.
- Monitors the safe and appropriate use of all recreational equipment. Maintains accountability and proper storage, and reports maintenance or repair requests in a timely manner.
- Provide interaction and communication with parents/guardian and participants.
- Maintains a positive and approachable composure to promote patron-employee interaction.
- Prepares and maintains administrative records and paperwork as requested.
- Lead or attend in-service training sessions and/or staff meetings as requested.
- Upholds the policies and procedures of the City of Mason and the Parks & Recreation Department.
- Displays knowledge of the department's Infectious Material & Exposure Incident Policy and facility Emergency Action Procedures.
- Administer and record any necessary first aid/victim care within the level of emergency training.
- Demonstrates knowledge of all emergency procedures throughout the recreational areas.
- Performs related duties and responsibilities as required.

Skills, Knowledge, and Abilities: The following is preferred

- Acquire and maintain current certification in American Red Cross Standard First Aid and CPR American Red Cross CPR (adult, child, and infant), first aid required.
- Ability to follow oral and written directions.
- Ability to lift and move objects.
- Good organization and interpersonal communication skills, as well as providing excellent customer service.
- Ability to work mornings, evenings, and weekends as needed.

Working Environment/Physical Requirements

Work in a fast-paced recreational environment indoors and outdoors at times. Frequent walking, standing; and ability to lift/carry objects up to 50 pounds, stoop and crouch or stand for extended periods.

I understand that I am applying for employment at will, and nothing in the job description and no oral statements made to me in connection with job description can be construed as a contract of employment.