City of Bellingham
Classification Specification

CLASS TITLE	**Park Programs Coordinator**
DEPARTMENT	**Parks and Recreation**
UNION:	**1937**
SG:	**110**
CS:	**Yes**
FLSA:	**Y**
EEO4|SOC CODE:	**PP|37-3019**

NATURE OF WORK:

Plans, schedules, coordinates and leads projects and programs within the City's parks, trails and open space areas. Develops and recommends goals for assigned program area, defines specific projects, works with assigned extra labor groups, City staff and individuals, and coordinates work activities. Promotes the Parks and Recreation programs by developing materials and providing education and information to the public, schools, and various organizations. Oversees volunteers, AmeriCorps members, interns, extra labor and temporary staff as assigned.

DISTINGUISHING CHARACTERISTICS:

This classification is distinguished from the Education Programs and Activities Coordinator classification by its technical experience and demonstrated knowledge of native plant communities, ecological restoration principles, development and maintenance of parks and trails, mitigation and restoration, including the demonstrated ability to promote and lead programs with members of the public and various organizations.

SUPERVISORY RELATIONSHIPS:

Reports to a Parks and Recreation Manager or Supervisor as assigned. Works under general supervision after receiving project approval. Provides training and oversees the work of extra labor employees, volunteers, interns, work-study students and AmeriCorps members as assigned. Works under applicable City and Department policies, procedures and regulations.

ESSENTIAL FUNCTIONS:

1. Plans, organizes and coordinates assigned projects and programs related to development and maintenance of City parks, trails and City-owned open space areas. Analyzes needs, identifies, and works with other staff to identify projects which are suitable for program work. Develops and recommends goals for programs consistent with Departmental strategic plans to facilitate maintenance, enhancement, restoration and stewardship of the City’s parks, trails and open space areas.

2. Performs general administrative duties in support of assigned program. Responds to inquiries from City staff, local agencies, organizations, and the public within the scope of authority. Serves as primary point of contact for the program area. Maintains records of

volunteer hours and activities and program accomplishments. Submits annual report to Parks and Recreation Department management.

3. Develops and recommends program schedules. Plans, schedules and coordinates volunteer projects, work parties, and community events. Coordinates with other Department staff in identifying resources and funding to augment assigned program area. In collaboration with other Parks staff, coordinates and schedules site preparation, planting, weeding and cleanup for stewardship projects including parks and trails or community gardens.

4. Interprets and advises on policies, rules and regulations, issues warnings and takes formal action to address concerns and violations of program rules.

5. Designs and presents outreach and education programs to the public, schools and organizations related to program area, including ecological restoration principles, native plant communities and mitigation techniques. Leads a variety of public forums such as workshops, tours, field trips, and informational meetings.

6. Recruits volunteers for assigned projects and programs. Coordinates the selection process for interns and other partnerships with various organizations such as AmeriCorps. Oversees, trains, assigns and evaluates work as required by partnership contract or internship agreement under management direction. Trains and provides day-to-day direction to extra labor staff, volunteers, or lower classified staff at project sites as assigned.

7. Promotes and coordinates volunteer adoption of the maintenance needs of parks and trail segments within park areas and City-owned properties.

8. Produces written program materials, promotes, and publicizes programs using social media and other web-based platforms. This includes preparing and distributing press releases, newsletters, distributing flyers and other materials. Represents the Department as a community liaison for the program area.

9. Monitors program expenses and coordinates expenses with staff responsible for various program budgets. Assists other staff members in developing program budgets by researching budget needs and expenditures and supplying cost information regarding volunteer program needs. Oversees inventory of bare root plant nursery; recommends purchases and coordinates work parties.

10. Participates in and contributes to grant project planning, completing applications, project implementation and reporting processes. Assists with monitoring, tracking and ensuring compliance with grant requirements.

11. Operates a variety of automotive style equipment such as pickup trucks, small tractors and dump trucks as assigned.

ADDITIONAL WORK PERFORMED:

1. Performs other related work of a similar nature and level.

KNOWLEDGE AND SKILLS:

Knowledge of:

- Parks, trails, open space development and maintenance, and native plant and animal communities.
- Plant communities and ecosystems of the Pacific Northwest.
- Federal, State, and local program-related codes and regulations, policies and procedures related to wetlands.
- Wetland mitigation assessment and monitoring techniques.

Skill in:

- Demonstrated leadership skills including the ability to train, motivate and lead others.
- Demonstrated interpersonal skills to work with diverse participants of all ages and abilities.
- Demonstrated communication skills.
- Utilizing computers and software appropriate to the program.
- Managing and prioritizing multiple tasks, time and resources, and in solving problems.
- Demonstrated interpersonal skills for persuasion, conflict management, conveying complex information as applied to interaction with volunteers, coworkers, supervisors, managers, Department Director, the Mayor, City Council and the general public.

Ability to:

- Design, plan, promote and schedule work activities of program participants.
- Work with individuals of all ages and abilities and a wide variety of cultural backgrounds.
- Follow oral and written instructions and to work independently with a minimum of supervision.
- Ability and willingness to work irregular hours including evenings and weekends.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job, including:
  - Frequently operate a computer and other office machinery such as a keyboard, mouse, phone, and fax machine;
  - Frequently communicate accurate information and ideas with others;
  - Frequently stand or sit for long periods of time;
  - Frequently exposed to outdoor weather conditions;
  - Transport materials weighing up to 50 lbs. regularly, and more than 50 lbs. occasionally with assistance.

WORKING ENVIRONMENT:

Work is performed indoors (office, schools, public meeting rooms) and outdoors in a variety of public park including developed and undeveloped areas. Frequent exposure to inclement weather, noise, fumes, construction, traffic hazards, and environmental hazards. General safety precautions are taken into consideration for these hazards. Frequently interacts with the public

and with professionals in the field. May be exposed to hostile, offensive language, or interactions with angry or volatile individuals. Employees are required to use appropriate safety equipment and follow standard safety practices. Some positions may require ability to provide own transportation.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Two years of relevant programming work experience in assigned program area required.
- One year of experience working with volunteers or similar groups in mitigation or restoration sites, or park, or park-like settings required.
- Demonstrated knowledge of native plant communities, ecological restoration principles.
- Previous experience scheduling and coordinating activities required.
- Bachelor's degree in horticulture, natural resource management, biology, environmental education, parks management or closely related field preferred.

NECESSARY SPECIAL REQUIREMENT:

- Valid Washington State driver's license and good driving record. Candidates must submit a three-year driving record abstract prior to hire.
- Employment contingent upon passing a criminal convictions check and child and vulnerable adult abuse records check.
- Must possess or obtain First Aid and CPR certification within one year of hire and maintain currency throughout employment.

PREPARED BY: Leslie Bryson
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COMMISSION ADOPTION: September 9, 2024