Borough of New Providence
Job Description

Position: **Program Coordinator**

Philosophy: All employees will bring with them or will acquire through continuing education and training, certain skills and abilities that will aid them in the performance of their duties. The Borough of New Providence encourages each employee to utilize his/her skills and abilities to help control the cost of services to the taxpayer and provide exemplary service to the community.

Function: Under the supervision of the Director of Community Activities, performs the function of Program Coordinator for the DeCorso Community Center & Special Needs Programs in the Borough. Responsible for research, acquiring, receiving and managing grants for various programs within community activities, including, but not limited to; sports and recreation programs, senior programs, community development block grants, other community programs. Serves as a staff resource to the director of community activities and assists as required or directed with programs and sports. Provides reports on grant acquisition, fund availability and specific grant funded programs to assist the Director of Community Activities as needed or directed.

Areas of Responsibility:

- Assists in designing, implementing and promoting programs and activities for the DeCorso Community Center and Special Needs Programs.
- Assists in scheduling events at the DeCorso Community Center.
- Responsible for researching and scheduling speakers for the Senior Meeting.
- Assists with the publication of the Senior Newsletter and updating the website.
- Responsible for maintaining and updating membership records.
- Functions as the Grant Acquisition and Management Coordinator.
- Responsible for researching, acquiring, receiving and managing grants for various community activities programs.
- Complete required applications and reports associated with grants.
- Solicits input from existing and potential program participants to improve existing programming and develop new program ideas and grants available for each.
- Works with instructors to implement new programs and/or improve existing programs.
- Provides reports to the Director of Community Activities as directed.
- Assists the Director of Community Activities with various analytical reports as required.
- Maintains current, concise records on programs and total participation and provides reports to the Community Activities Director as required or requested.
- Prepares promotional material and other correspondence as necessary.
- Other duties and projects as assigned by the Director of Community Activities.

Qualifications:

- Experience in program and event management involving organizing, directing and administering comprehensive programs.
- Experience with grant research, acquisition and execution.
- Knowledge and understanding of recreation programs and/or activities.

Knowledge, Skills and Abilities:

- Ability to organize, develop and coordinate programs and events.
- Ability to research grants available through a variety of resources.
- Gives suitable assignments and instruction to subordinates, provide guidance and support and supervise their work.
- Ability to maintain a records management system to assure access to needed information.
- Prepares concise and accurate reports utilizing effective communication skills.
- Establishes and maintains effective working relationships with other employees and the general public.
- Maintains confidentiality.
- Researches needed material.