

# San Antonio River Foundation Job Description

## Park Program Coordinator

**DEPARTMENT:** Program and Outreach

**EXEMPT(Y/N):** Yes

**REPORTS TO:** Executive Director

### MEETING PERFORMANCE EXPECTATIONS

*To perform this job successfully, an individual must perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### SUMMARY:

**This position will build and maintain partnerships to develop and implement programs that increase environmental stewardship and advance the mission and goals of the San Antonio River Foundation (River Foundation) and San Antonio River Authority (River Authority).**

### ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Must be a well-organized and manage time efficiently with little supervision.
- Must have ability to exercise initiative, judgment, tact, and diplomacy in a variety of public contact situations.
- Serve as general point of contact for Confluence Park or program inquires.
- Foster and maintain partnerships and collaborations with community leaders, environmental organizations, academic and cultural institutions, and area nonprofit organizations.
- Serve as liaison between partner organizations, the general public, and the River Foundation by providing relevant information regarding programs at Confluence Park.
- Supervise, develop, schedule, and implement public and private programs through joint programming or by enhancing existing programming using Confluence Park's features and offerings.
- Ensure all programming advances the River Foundation and River Authority's mission and vision and takes advantage of Confluence Park's S.T.E.A.M. (science, technology,

engineering, art, and math) features and access to the San Antonio River and restored ecosystem.

- Assist the River Authority's Education and Recreation Departments with educational, environmental, and recreational programs at Confluence Park on and off site.
- Work to increase the unique number of academic institutions and education-focused community organizations accessing programs at Confluence Park.
- Assist the pursuit of increased access to learning opportunities within Confluence Park for academic institutions and community organizations throughout Bexar, Wilson, Karnes, and Goliad counties.
- Manage reservation database and collect paperwork from event organizers who utilize Confluence Park.
- Lead public and private tours of Confluence Park.
- Collaborate with the River Authority to train and engage volunteers through meaningful opportunities, including the creation of a docent program for Confluence Park.
- Shape promotional and communication strategies including print, social media, and digital content.
- Develop relationships with community and media organizations for joint public outreach initiatives.
- Participate in outreach events with key partners to raise visibility of Confluence Park and the San Antonio River.
- Manage Confluence Park's website including editing and events management.
- Track expenses, maintain programmatic budgets, and monitor cash flow.
- Regularly evaluate River Foundation programs and maintain metrics tracking.

**The absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related, or a logical assignment of the position.**

#### **QUALIFICATION REQUIREMENTS:**

*The requirements listed below are representative of the knowledge, skill and/or ability required to successfully perform the essential functions of this position.*

#### **SUPERVISORY REQUIREMENT:**

This position does not directly supervise any employees.

#### **EDUCATION and/or EXPERIENCE:**

An Undergraduate Degree from an accredited college or university in Recreation Administration, Non-Profit Management, Environmental Studies, Communications, or a relevant discipline with at least (2) two year of programming, scheduling and/or event planning, or any combination of experience and education that results in the required knowledge, skills, and abilities is required.

### **SPECIAL QUALIFICATIONS:**

Thorough knowledge of principles and practices of programming; ability to analyze problems, develop, and implement solutions; ability to manage multiple tasks and priorities simultaneously in a fast-paced environment and produce the desired results; computer proficiency in the current Microsoft Office package is required, experience in Word Press and CRM databases preferred.

Must have and maintain a valid driver's license and an insurable driving record.

### **LANGUAGE AND REASONING SKILLS:**

Ability to provide excellent customer service; ability to understand written or oral instructions; read, analyze, and interpret documents, instruction manuals, policies, and procedures is essential. English language proficiency required, Spanish language proficiency appreciated. Excellent communication skills (both oral and written) are required to effectively present information in a one-on-one, small, or large group setting. Strong interpersonal skills are essential to maintain effective working relationships with elected officials, agency representatives, civic groups, employees, and members of the general public. The ability to work effectively and efficiently, under occasionally stressful conditions (to ensure deadlines are met) is essential.

### **PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

Must be able to sit and stand for extended periods of time and intermittently walk, climb, balance, bend, crouch, and reach while performing office duties. Regularly and safely lifts, carries, and handles supplies and equipment weighing at least 40 pounds. Occasionally lifts and carries up to 50 pounds approximately 15 feet.

**WORKING ENVIRONMENT:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

Working environment is a combination of indoor and outdoor activity. Indoor work is typically performed in a well-lit and adequately heated and ventilated office environment and requires observance of safe work practices, fire regulations, and avoidance of falls, trips, and similar office work hazards. Outdoor work is typically performed when visiting work sites, projects, and when working at Confluence Park.

The stress level for this position is moderate. Must be able to perform in a small but highly professional team oriented environment.

Must be able to function in a principle based organization that has a culture built on character moving the mission and vision of the San Antonio River Foundation forward.

  
Approved

9-20-19  
Date