

**Title:** PAL Program Coordinator  
**PG:** 45  
**Status:** Civil Service  
**Position Reports to:** PAL Executive Director  
**Department:** Police

**Class Code:** 8238  
**Date:** 03/09

**GENERAL DESCRIPTION OF CLASS:**

This is a high profile position whose primary responsibility is to provide a means and method for the Lakeland Police Department and the community to develop constructive programs with a goal toward solving youth problems. The PAL Program Coordinator is also responsible for creating a mechanism which opens the lines of communication between the youth of our community and our officers.

**ESSENTIAL FUNCTIONS:**

1. Coordinates programs and activities which contribute to the development of our youth's character, integrity, personal objectives and physical and mental fitness.
2. Develops programs that encourage and support the development of our youth's physical and mental well being regardless of race, creed, sex or national origin.
3. Promotes good sportsmanship, citizenship and responsibility by being a constructive and positive role model.
4. Supervises and participates in athletic programs.
5. Coordinates and conducts recruitment efforts and background screening for P.A.L. volunteers.
6. Establishes, maintains and enhances communication and interaction between parents, Polk County School Board and P.A.L. to promote academic and social skills for participating youth.
7. Promotes community partnerships that contribute to youth development through P.A.L.
8. Supports and participates in community activities that benefit our youth.
9. Maintains inventories and records of P.A.L. equipment and supplies.
10. Supervises and travels with youth participating in P.A.L. activities.

**ADDITIONAL RESPONSIBILITIES:**

1. Assumes duties as acting P.A.L. Executive Director when required.
2. Assists with the duties of the Truancy Interdiction Program and the School Resource Program as required.
3. Coordinates and supervises the assisting officers and adult volunteers in our after-school and summer activities for our youth.
4. Performs related work as required

**SKILLS, KNOWLEDGE & ABILITIES:**

1. Strong organizational and supervisory skills.
2. Strong writing and oral skills.
3. Ability to work with minimal supervision.
4. Ability to relate well to youth, parents, volunteers and community members of varied economic, racial, ethnic and cultural backgrounds.
5. Ability to seek out and assimilate suggestions from other staff, volunteers, parents and authorities.
6. Skills in youth development, program planning and implementation, child development and recreation and/or education.
7. Ability to recruit, train and supervise paid and volunteer staff.
8. Ability to work flexible schedules, often on short notice.

**QUALIFICATIONS (EDUCATION, TRAINING AND EXPERIENCE):**

1. Graduation from an accredited four (4) year college or university. Major course work in recreation or public administration is preferred.

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2. One (1) year of experience in recreation leadership work.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.

**SPECIAL REQUIREMENTS:**

1. Must possess and maintain a valid home telephone number.
2. Must possess and maintain a valid State of Florida driver license.
3. Must be in good physical condition.
4. Must pass a psychological examination.
5. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.