

## JOB DESCRIPTION

<b>Department</b>	Recreation	<b>Reports To</b>	Director or designee
<b>Job Title</b>	Recreation Program Coordinator	<b>Supervises</b>	None
<b>Position Classification</b>	Full-Time Hourly		Position Requires Weekend and Evening Shifts

### Position Purpose

The Recreation Coordinator assists with the coordination, advertising, implementation, facility and program supervision of youth and adult recreation programs. Work is performed under the general supervision of the Director of Recreation, or designee and in collaboration with other Recreation Department staff.

### Primary Duties & Responsibilities (Illustrative Only)

The essential job functions and duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Assists Recreation Department staff with the planning, coordination, promotion, monitoring/facility supervision, and evaluation of youth and adult recreation programs and special events.
- Knowledge of the principles and practices of community recreation, leisure, recreational facilities, and sports activities.
- Assists with the oversight of town facilities during department programs and events.
- Assist in minor maintenance projects at Recreation facilities as needed.
- Assists with promoting Recreation programs to the public through various means, such as by developing informative brochures, flyers, special mailings, newsletters, handbooks, social media posts, and media releases.
- Assists with development of supply list and equipment for assigned programs, activities, and special events.
- Cleans and provides light custodial or maintenance duties at Recreation facilities as needed, including shoveling walkways during the winter months.
- Assist in program or special event preparation and set up, including lining, and dragging baseball/softball, soccer, and lacrosse fields, as well as ice maintenance in the Town Ice Rink.
- Assists in building partnerships with schools and businesses, which include facility advertising opportunities.

- Performs miscellaneous duties that will improve the efficiency and effectiveness of the Recreation Department, picking up supplies needed for activities, helping set up for classes, delivering program materials to various locations, etc.
- Cross-trains with the other Recreation Department staff to the extent necessary to sufficiently cover breaks, planned and unplanned absences, and manage overflow of work and visitors.
- Delivers exceptional customer service to program participants and fosters positive public relations.
- Enforces policies and administers programs according to department policies and procedures.
- Researches and develops new, innovative programs as directed and recommends improvements to current programs.
- Communicates clearly, directly, and regularly with other staff. Asks clarifying questions to ensure directives are understood.
- Uses safe work practices and adheres to departmental, organizational, and industry safety standards and practices.
- Responds promptly to reports of accidents, incidents, and damaged equipment according to established policies and procedures. Documents and reports incidents, concerns, and other issues to the Recreation Director or Assistant Recreation Director in a timely manner.
- Maintains thorough knowledge and understanding of all Recreation Department programs, goals, philosophies, and policies.
- Pursues professional development opportunities, such as workshops, meetings, seminars, and conferences, in order to maintain current professional knowledge of modern concepts and techniques related to supporting community recreation programs.
- Performs other related duties as assigned.

### **Minimum Qualifications**

Education	Minimum High School Diploma	Recommended associate degree in related field
Trainings	Preferred NRPA CPRP	
CPR / First Aid Certified	Required	Or will certify within 2 months of employment
Pass Background Check	Required	
Lifeguard Certified	Preferred: Not Required	Will Certify Qualified Candidates

### **Knowledge, Skills, and Abilities:**

- Ability to supervise facility programs.
- Ability to facilitate structured, age-appropriate activities.
- Ability to work independently as well as collaborate with others and work cooperatively as part of the team.
- Ability to work a year-round flexible schedule depending on department needs, program schedules, and community, which will include weekdays, evenings, and/or weekends.

For example, the regular work week during youth sports seasons may be Tuesday to Saturday and when no program is occurring on a Saturday, the work week may be Monday to Friday.

- Intermediate skill and proficiency in the following computer/software applications with the ability and willingness to learn new software programs as needed: Microsoft Office products: Word, Excel, Publisher, and PowerPoint; Google: Gmail, Calendar, Drive, and Meet; Zoom;
- Ability to remain attentive to program participants and always engaged.
- Ability to recognize and eliminate potential safety hazards.
- Ability to think clearly and use good judgment in ordinary and emergency situations.
- Ability to always maintain a high level of professionalism and courtesy.
- Ability to be punctual and consistently arrive to work in ample time to begin job duties as scheduled.
- Ability to communicate in an effective and professional manner with children, parents, coworkers, supervisors, and the general public.
- Self motivated with solid organizational skills and the ability to exercise good judgment, work within established deadlines, and prioritize workload.
- Ability to successfully complete any necessary training.
- Ability to perform all essential functions of the position.

### **Physical & Mental Requirements**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Physical Requirements:**

While performing the duties of this position, the employee is frequently required to sit for long periods of time; stand for long periods of time; walk; jump; reach with hands and arms; push and pull; twist and turn; bend; balance; stoop; kneel; climb; crouch or crawl; and finger, handle, or feel objects, tools, or controls. Sufficient speech and hearing is necessary to be able to communicate effectively by phone, radio, or in person. Specific vision abilities required by the job include close vision, distance vision, and color vision. Ability to work extended and/or varying hours required. The employee must be able to lift up to 50lbs on a repetitive basis and have the physical strength and abilities necessary to perform essential functions of the job.

#### **Mental Requirements:**

While performing the duties of the position, the incumbent is regularly required to remain constantly alert; use written and oral communication skills; observe and interpret situations; read and interpret data, information, and documents; analyze and solve complex problems; use math and mathematical reasoning; work with constant interruptions; and interact with staff, children, officials, and the public.

**Work Environment**

Work is performed both indoors and outdoors in all weather conditions. While performing the duties of this job, the employee may be exposed to various types of adverse weather conditions such as extreme heat, humidity, cold, and/or rain.

# JOB DESCRIPTION ACKNOWLEDGEMENT FORM

## Employee Acknowledgment

I acknowledge by my signature below that I have received and thoroughly reviewed a copy of the job description for the following position:

**Position Title:**                *Recreation Program Coordinator*

**Revision Date:**            **9/18/23**

I understand the job description for the above position in its entirety and I am capable of performing all the stated requirements, with or without reasonable accommodation. Prior to signing this form, I discussed any questions I may have had about the job description, including any reasonable accommodation(s) needed.

I understand that the statements contained in the job description reflect general details as necessary to describe the essential functions of the job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.

I understand that my job may change on a temporary or regular basis according to the needs of my department without it being specifically included in the job description. If I have any questions about job duties that I am asked to perform that are not specified within the job description, I should discuss them with my immediate supervisor.

I understand the job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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Employee Name (Print)

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Employee Signature

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Date