



## TOWN OF MANSFIELD

### MEMBER SERVICES COORDINATOR PARKS AND RECREATION DEPARTMENT

#### Job Overview

The Parks and Recreation Department is seeking a Member Services Coordinator to perform professional and administrative work managing the Mansfield Community Center membership program. Duties include: planning, developing, and implementing marketing strategies for the Parks and Recreation Department and the Community Center membership and programs; prospect lead generation; membership development including the enrollment and orientation of new members; membership retention by managing the member's experience through program integration, follow-up support and communication; supervising departmental receptionist staff; preparing and maintaining appropriate records and files. Work is performed under regular supervision and supervision is exercised over subordinate personnel. Position reports to the Assistant Director of Parks and Recreation or his/her designee.

Salary range \$53,147-\$67,508 per year with a full benefits package. Hiring rate will be dependent upon candidate's qualifications and experience. Work schedule can include evenings and weekends to accommodate work assignments.

#### Qualifications

Graduation from an accredited four year college or university with major course work in marketing, communications, Parks and Recreation or a related field supplemented by progressively responsible experience in a community recreation, health club or fitness environment. Experience with Rectrac and Constant Contact software is highly desirable.

#### Special Requirements

Ability to obtain and maintain CPR and first aid certification. Possession of a driver's license valid in the state of Connecticut. Recognition by the National Recreation and Parks Association as a Certified Park and Recreation Professional (CPRP) is desirable.

Interested applicants must submit an employment application, resume, and letter of interest online at [www.mansfieldct.gov/jobs](http://www.mansfieldct.gov/jobs) no later than Wednesday, June 21, 2017 at 4:30pm. **EOE/AA**