



# TOWN OF STONINGTON

## DEPARTMENT OF ADMINISTRATIVE SERVICES

VINCENT A. PACILEO, III

152 Elm Street • Stonington, Connecticut 06378

(860) 535-5000 • Fax (860) 535 - 5063

### POSITION VACANCY

#### HUMAN SERVICES

The position of Recreation Program Coordinator will be available in the Human Services Department immediately. See job description. 35 hours/week non-union position with benefits. The salary for this position is \$18.00/hr.

Resumes are now being accepted in the Administrative Services Department, Stonington Town Hall, 152 Elm Street, Stonington, CT 06378 and must be received by 3:30 PM on Monday, September 25, 2017.

**E-MAILED OR FAXED RESUMES WILL NOT BE ACCEPTED.** The Town of Stonington is an EOE.

**TOWN OF STONINGTON**  
**JOB DESCRIPTION**  
**RECREATION PROGRAM COORDINATOR**

**NATURE OF WORK:**

The function of the Recreation Program Coordinator is to provide support services, as directed by supervisory or high-level staff. This highly responsive position will be charged with supporting, coordinating, improving, expanding, researching, developing and implementing existing and new Recreation programming within the community. Such programming will include recreational, sports activities and special events for residents of all ages.

**SUPERVISION RECEIVED:**

Work is performed under the general direction from the Recreation Division Administrator.

**EXAMPLES OF ESSENTIAL JOB FUNCTIONS:**

Directs program instructors, camp staff and volunteers in accordance with Stonington Human Services' policies and procedures.

Oversees athletic activities, including sports camps and adult leagues/tournaments.

Assists the Recreation Division Administrator by compiling and maintaining information and reports regarding program availability, changes, reschedules and cancellations.

Schedules athletic fields for Recreation camps, leagues and special events.

Plans and coordinates programs, trips, activities and special events for residents of all ages.

Maintains and submits monthly statistics pertaining to residents served.

Assists with program participants registration and payment.

Researches grant opportunities and assists with grant writing.

Provides program support for the Human Services Department's Recreation Division, as directed.

Provides reception/building coverage, as directed.

## **OTHER JOB FUNCTIONS:**

Works a flexible schedule which may include nights and weekends.

Other tasks may be assigned as appropriate.

The duties listed above are intended only as illustration 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.

## **REQUIREMENTS OF WORK:**

### Education, Experience and Training:

A Bachelor's Degree in Recreation, or a related field. Minimum of two years' experience in this field is required. A combination of education and experience which demonstrates the ability to successfully meet the requirements of the position will be considered.

### Knowledge, Skills and Ability:

Knowledge of the philosophy of planned community recreation.

Knowledge of the equipment of planned recreation programs.

Knowledge of art, crafts, sports, dance and other activities usual to a well rounded recreational program.

Ability to develop and maintain effective working relationships with youths, associates Human Services/Town departments and the general public.

Ability to maintain discipline.

Excellent interpersonal and communication skills, both verbal and written; strong computer skills including knowledge of Microsoft software.

Skill for sensitively and effectively responding to inquiries and complaints from residents and community members.

Ability to effectively prepare and maintain information; ability to collect and organize data.

## **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. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.

While performing the duties of the job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit and use hands to finger, handle or feel. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and color vision. The employee will regularly visit off-site locations and may be required to visit offices that are on other than ground floor.

The employee must be free from mental and/or physical disorders which would interfere with the performance duties as described, and have the ability to maintain his/her composure with the public and co-workers in every day, stressful and emergency situations. Employee may occasionally have to function in situations where subjected to aggressive verbal behavior.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts and may occasionally be in an area where chemicals are in use. The noise level in the work environment is usually moderate, though the employee may be exposed to higher noise levels when visiting off-site facilities. The employee will regularly be required to operate typical business office equipment, including computer hardware.

#### **NECESSARY SPECIAL REQUIREMENTS:**

Valid motor vehicle operator's license.

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