

Town of Guilford
RECREATION-SENIORS PROGRAM COORDINATOR

EXEMPT: NO **SALARY LEVEL:** N7
DEPARTMENT: PARKS AND RECREATION
REPORTS TO: RECREATION SUPERVISOR
LOCATION: 32 CHURCH STREET
HOURS: 9:00AM-5:00PM
PREPARED BY: Mitchell R. Goldblatt **Initials**  **DATE:** November 2, 2017
APPROVED BY: Joseph S. Mazza **Initials**  **DATE:** November 2, 2017

POSITION SUMMARY:

Under the general supervision of the Seniors Program Coordinator and Recreation Supervisor, assists in planning, coordinating and supervising a variety of programs and special events. This position will also assist other recreation staff, especially during the spring and summer months planning and overseeing aquatic program staff and beaches. Member of the Guilford Employees Association (GEA).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists with direction of program instructors, staff and volunteers in accordance with the Town of Guilford Parks and Recreation policies and procedures.
- Oversee various leagues such as pickleball and bocce, adult basketball, softball, etc.
- Assists in compiling information and reports regarding program availability, changes, reschedules, and cancellations.
- Helps, plan, promote, implement and supervise special events.
- Creates intergenerational programs such as pool tournaments, fishing derby, preschool activities with older adults.
- Assists with payroll for instructors and staff.
- Assists with interviews for program instructors.
- Plans, administers, coordinates and evaluates a variety of programs, trips and activities.
- Helps gather information for monthly senior newsletter.
- Promotes activities through social media, press releases, flyers and GCTV.

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- Coordinates volunteers and staff for fee collection and serving for senior meal program
- Assists with scheduling and coordinating senior transportation.
- May instruct classes as needed.
- Assists in summer months planning and overseeing aquatic program staff and beaches.
- Acts as liaison between various program instructors and the department.
- Works a flexible schedule which will include evenings and weekends.
- Serves as leader on various assigned trips.
- Assists with participant registration.
- Administers boat rack reservations, including receiving application, collecting fees and assigning racks.
- Trains, schedules and supervises ice skate guards.
- Works with SSILL volunteers.
- Required to, at times, handle multiple responsibilities.
- Complies with all proper safety procedures and regulations.
- Treats other employees, and any others with whom there is contact, with courtesy, respect and professionalism.
- Performs other duties as may be assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the philosophy of community recreation.
- Knowledge of pre-school, youth, teen, adult, and senior programming and special event planning.
- Knowledge of basic computer systems, including Word, Excel, and PowerPoint.

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- Knowledge of computer functions, both in carrying out work-related tasks and in assisting the public in their endeavors.
- Skills in dealing with the public, including flexibility.
- Skills in oral and written communication.
- Ability to train, supervise, and evaluate seasonal employees and program instructors.
- Ability to create, organize, and produce promotional literature and special reports.
- Ability to follow all safety instructions and maintain safety standards.
- Ability to read and comprehend instructions, short correspondence and memos.
- Ability to communicate effectively orally and in writing.
- Ability to learn and use automated computer systems including word processing and on-line databases, such as Rec Trac.
- Ability to maintain accurate records and type reports and letters.
- Ability to work occasional evenings and weekends.
- Ability to work cooperatively and constructively in resolving issues or problems.
- Ability to comply with all applicable federal, state, and local safety and health regulations that would apply to this job.
- Ability to meet and serve the public pleasantly, tactfully and informatively.
- Ability to establish and maintain effective working relationships with superiors and colleagues.
- Ability to treat other employees, and those with whom they come into contact, including the public, with courtesy, respect and professionalism.

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 individuals with disabilities to perform the essential functions.

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While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle or feel objects, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee must occasionally lift and/or move up to fifty (50) pounds.

EDUCATION AND/OR EXPERIENCE:

- Bachelors Degree in Recreation or related field and related experience with a recreation agency; which provides knowledge, skills, and abilities to fulfill the requirements of this position.
- Must have CPR and First Aid Certification or be certified within six (6) months of employment. Lifeguard and/or Water Safety Instructor preferred.
- Certified Parks and Recreation Professional (CPRP) preferred.
- Must have and maintain a valid Connecticut Motor Vehicle Operator's License.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job requires frequent interaction with general public. The noise level in the work environment is usually moderate.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties may be required.