

**Town of Guilford**  
**RECREATION PROGRAM COORDINATOR**

**EXEMPT:** NO **SALARY LEVEL:** N7  
**DEPARTMENT:** PARKS AND RECREATION  
**REPORTS TO:** RECREATION SUPERVISOR  
**LOCATION:** 32 CHURCH STREET  
**HOURS:** 8:30AM-4:30PM  
**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 Recreation Supervisor, assists in planning, coordinating and supervising a variety of programs and special events. Member of the Guilford Employees Association (GEA).

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Directs program instructors, camp staff and program volunteers in accordance with the Town of Guilford Parks and Recreation Policies and procedures.
- Assists in compiling and maintaining information and reports regarding program availability, changes, reschedules, and cancellations.
- Schedules athletic fields for Parks and Recreation events and youth sport leagues.
- Records payroll for seasonal staff and instructors.
- Interviews as part of team for hiring of seasonal personnel.
- Trains and assigns work to seasonal personnel.
- Assists with planning, coordinating and evaluating major special events.
- Schedules staff for birthday parties.
- Plans and coordinates ski trips.
- Develops and oversees various recreation programs which include Summer Day Camp, Pre-School Programs, Teen Activities, and Sports Camps.
- Acts as a liaison between various recreation program instructors and the department.

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- Designs program brochures and fliers.
- Writes press releases.
- Promotes programs through GCTV and social media.
- Instructs and substitutes for specific classes, as needed.
- Orders supplies as needed within budgetary guidelines.
- Arranges facilities for programs.
- Assists with participant registration for programs.
- Works a flexible schedule which may include evenings and weekends.
- Required to, at all times, handle multiple responsibilities.
- Complies with all proper safety procedures and regulations and ensures that everyone in the department follows 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.
- 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.

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- 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.

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.

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**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.
- 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.