



**TOWN OF FAIRFIELD**  
invites applications for the  
Position of:

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## **RECREATION COORDINATOR**

**SALARY:** \$56,113 - \$66,018

**CLOSING DATE:** March 9, 2018

### **DESCRIPTION OF WORK:**

#### **Nature of Work:**

Under the general direction of the Director of Parks and Recreation, develops and coordinates community recreational, social, and special events. May receive general supervision by the Assistant Director of Recreation.

#### **Examples of duties:**

- Plans, organizes and implements programs and work assignments according to activities and seasonal schedule
- Participates in short and long term planning of recreational needs
- Assigns work to seasonal and part time program staff
- Leads various activities, programs, and special events
- Reviews and evaluates recreational programs and activities and recommends changes as needed
- Compiles and maintains activity records and reports
- Exercises overall responsibility for a major element of the total recreation program
- Assists in the evaluation of part-time and seasonal recreation staff and recommends employment, training, and development actions
- Compiles staff training manuals
- Responsible for revenue management and handling of money for the running of numerous programs
- Perform relate work as required

#### **Required knowledge, Skills and abilities:**

- Knowledge of: the principles of management and organizations; development and delivery of public athletic programs and principles of staff development and training
- Ability to: communicate effectively both orally and in writing; maintain effective working relationships with community leaders, municipal officials, coworkers, subordinate staff, and the general public; coordinate, assign, and evaluate the work of subordinate staff and ability to analyze problems and

situations, and to present appropriate facts and recommendations concisely in written or oral forms

**Minimum  
Qualifications:**

- Graduation from an accredited four year college or university with major course work in parks and recreation administration, public administration, business administration or related field PLUS experience supervision the delivery of comprehensive parks and recreation programs or any equivalent combination of training and experience which would provide the desirable knowledge, abilities and skills
- Possession of a valid driver's license when operation a vehicle is necessary to the satisfactory performance of assigned duties

All interested candidates should submit a completed application, along with a cover letter and resume by end of day March 9, 2018

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