

JOB ANNOUNCEMENT

The City of Norwich announces a closed promotional and an open examination to fill a vacancy and establish an eligibility list for the following classification:

15001 - PROGRAM COORDINATOR

Recreation Department

Open Until: April 2, 2018 at 04:30 PM EST

Rate of Pay: \$57,999.02 - \$63,042.62



General Description

This is responsible recreation work involving the organizing and implementing of recreational activities for the municipality's youth and adults. Work involves responsibility for planning, supervising and coordinating varied recreational programs. Duties include recommending, implementing, promoting and evaluating recreation programs; arranging for equipment and supplies; hiring, training and supervising part time, seasonal and certain full time employees and program instructors, and maintaining contacts with community organization.

Qualifications

A bachelor's degree from a recognized college or university in recreation plus three years of progressively responsible recreation program experience, or an equivalent combination of education and experience. First aid and CPR certification. Must have a valid Connecticut Drivers' License.

Important Information

In order to be considered, applicants must demonstrate on their application they meet the minimum qualifications as stated in the job announcement.

There is a City of Norwich residency requirement. You must reside within the State of Connecticut, 60 miles from Norwich within one year of appointment.

The complete job description is available online.

Examination will consist of 100% written OR 100% oral OR 50% written and 50% oral OR 100% experience and training.

To apply visit our website at www.norwichct.org/hr.
For questions or additional information, call (860) 823-3836.
AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

3/12/2018