



VACANCY ANNOUNCEMENT
RECREATION PROGRAM COORDINATOR

Closing Date: *October 24, 2018*

25-28 Hours per week

Hourly Rate: \$18/HR

TOWN OF ENFIELD

JOB DESCRIPTION

RECREATION DIVISION

RECREATION PROGRAM COORDINATOR

GENERAL STATEMENT OF DUTIES: Assists in the effective planning, organizing and evaluation of Town Recreation programs

SUPERVISION RECEIVED: Works under the direction of the Recreation Manager.

SUPERVISION EXERCISED: Provides supervision to recreation program instructors and seasonal staff as assigned.

ESSENTIAL JOB FUNCTIONS:

- Evaluates programs for effectiveness and participation levels, assists in the development of new programs and recommends program changes.
- Directs, supervises and leads Recreation programs on location and through program staff and volunteers.
- Monitors program activities in order to assure a safe and pleasant environment for participants and staff. Attends programs, events and trips on evenings and weekends.
- Assists with office management in absence of the Secretary. Provides customer service in person, on the phone and by email. Assists in customer registrations.
- Data input and reporting with Recreation software (Activenet).
- Assists with website maintenance of program areas and social media.
- Assists in the coordination of program participants, staff, facilities and resources.
- Reports and resolves complaints, requests and safety concerns.
- Communicates and enforces Recreation Department rules and policies.
- Develops promotional materials and press releases for programs.
- Assists with completion and compilation of programs evaluations and financial reports.
- Assists in the development of a program budget.
- Assists in recruiting, interviewing and evaluating seasonal staff.
- Regular and punctual attendance.
- Performs related duties as assigned.

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.

Work is performed mostly in indoor settings (office, classroom, gym). Some outdoor work is required. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

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

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

WORK ENVIRONMENT: The work characteristics described here are representative of those an employee encounters while performing 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 occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet

and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

Must be able to concentrate on fine detail with some interruption. Must be able to remember task/assignment given to self and others over long periods of time. Must be able to perform highly complex and varied tasks requiring independent knowledge, its application to a variety of situations as well as exercise independent judgment.

The noise level in the work environment is usually quiet to moderate.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILL AND ABILITY: Knowledge of the purpose and goals of public recreation, knowledge of recreation activity areas involving sports, games, outdoor recreation, dance, music, art, drama, special events and aquatics; knowledge of facilities and equipment and the handling and operation for the same; ability to instruct and lead groups; skill in communications and public relations; ability to establish and maintain effective working relationships with superiors, subordinates and public.

EXPERIENCE AND TRAINING: Graduation from a recognized college or university with a Bachelor's degree in **RECREATION** or a related field plus one (1) year of experience in recreation program leadership or an Associate's degree in Recreation or a related field plus two years experience in directing recreation programs or any equivalent combination of training and experience which provide the demonstrated ability to perform the duties of the position. Must possess a valid driver's license.

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities that comprise this position.

The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application process, please contact the Human Resources Department. EOE/AA/M/F