

CITY OF NEW BRITAIN
CIVIL SERVICE COMMISSION
Announces
An Open Competitive Examination
For

RECREATION SERVICES COORDINATOR.....\$1,309.90 - \$1,523.98 weekly, 4 steps
(PARKS & RECREATION)

(TO CREATE AN EMPLOYMENT LIST)

This position is represented by Local 1303 AFSCME, Council 4, AFL-CIO.

GENERAL DESCRIPTION: Assists the Director of Recreation and Community Services in the planning and the implementation of specific programs.

SUPERVISION RECEIVED: Works under the general supervision of the Director of Recreation and Community Services.

SUPERVISION EXERCISED: Seasonal and part-time staff.

ESSENTIAL DUTIES AND FUNCTIONS:

- Construction administration and budgeting
- Computers/IT Coordination including RecTrac, MainTrac, and WebTrac
- Summer Concert Series scheduling and coordination of various musical concerts in the City
- Oversees entire aquatics operations
- Administers specialty programming (i.e., basketball clinics, start smart sports programs, dog obedience, vacation camps, sky hawk summer camps, Tai Chi, Piano, Zumba and Dance lessons)
- Per ADA laws, will make reasonable accommodations in all applicable programming
- Oversees youth sports program (i.e., basketball league, tennis program, USTA Tennis, etc.)
- Additional programming as community needs/dictates
- Special Event Coordination (i.e., Great American Boom, Winterfest, Timeless Tales of Fairview Cemetery. Main Street USA, Rose Garden Festival, Buckets of Luck and Fishing Derby)
- Community Outreach
- Facility scheduling and approval
- Assists Director in recruitment and negotiations with special event organizers for potential facility rentals/special events at Willow Brook Park and throughout the entire park system
- Researches, writes and applies for applicable grants for Department
- Supervises Terrific Toy Rental Program
- Conducts seasonal employee recruitment
- Oversees seasonal and part-time personnel, including hiring, training, evaluation, discipline, payroll, scheduling, etc.
- Orders and is responsible for the inventory, maintenance and storage of equipment/supplies
- Develops parent and youth volunteers to assist each of the programs
- Responsible for administering the Veteran's Stadium sign program
- Administers, manages and accounts for concessions operations at Willow Brook Park. This would include staffing, product ordering, inventory and security

- Learns and manages computer system for electronic scoreboard. Hires and supervises staff to work this computer at special events
- Coordinates activities in conjunction with the Public Works maintenance crew
- Works closely with local youth sports organizations
- Prepares and keeps accurate financial records of concessions, special events, parking and scoreboard sales
- Serves as a liaison to other youth service agencies as needed
- Assists the Director as needed
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of modern recreation practices and procedures; good knowledge of a variety of recreation programming; and safety procedures; ability to plan, coordinate and run special events; ability to manage and schedule sports leagues and recreational facilities; ability to sell sponsorships and advertising. Must have excellent ability to deal effectively with the general public; to plan, organize, assign, direct and evaluate the work of subordinates; and the ability to write professional and administrative reports; and to use a Management Information System to coordinate programs.

NON-ESSENTIAL DUTIES: Can serve as a liaison to other youth service agencies; Assists the Superintendent as needed; Performs other related duties as necessary.

MINIMUM QUALIFICATIONS: A four-year college degree, preferably in recreation and leisure services or related field or an equivalent combination of education and experience. Some proven recreational supervisory experience, including supervising staff. Experience with computers, and ability to learn complex software package.

SPECIAL REQUIREMENT: Must be able to work flexible hours, including nights and weekends, depending on the programs assigned.

TOOLS AND EQUIPMENT USED: Computer, MIS system, sports repair and maintenance equipment, calculator, standard office equipment.

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, sit, talk and listen. The employee is required to utilize his hands to operate standard office equipment and a computer, and to handle a variety of sports equipment. The employee is occasionally required to climb, balance, stoop, kneel or crawl. The employee may lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment varies, depending upon whether the duties being performed are in a quiet, office setting, or in a noisy field setting (for events). Work in both indoor and outdoor environments in all types of weather.

GENERAL GUIDELINES: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

PROBATIONARY PERIOD: The probationary period for this position shall be twelve (12) months.

OPEN COMPETITIVE EXAMINATION

COMPONENTS	WEIGHTS		WEIGHTS		WEIGHTS *
Oral	100 %				
Written		or	100 %		
Experience & Training				or	100 %
	100 %		100 %		100 %

* The City reserves the right to select any of the examination weights listed above.

PHYSICAL EXAMINATION: Prior to beginning work, the successful candidate must complete and qualify on a City medical examination including a drug screen and background check.

Applications must be on file with the Civil Service Commission/Human Resources, Room 409, City Hall, no later than Friday, November 30, 2018 at 4:00 P.M. Application forms may be obtained at the office of the Civil Service Commission/Human Resources, Room 409, City Hall, 27 West Main Street, New Britain, CT 06051. Tel.(860) 826-3404 or www.newbritainct.gov.

An EOE/AA/Equal Access Employer