

NEWTOWN MUNICIPAL CENTER  
3 PRIMROSE STREET  
NEWTOWN, CONNECTICUT 06470  
TEL. (203) 270-4246  
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Patrice Fahey  
Human Resources Administrator

**TOWN OF NEWTOWN**  
OFFICE OF HUMAN RESOURCES

**PROGRAM COORDINATOR**  
**NEWTOWN COMMUNITY CENTER**

**General Statement of Duties**

Under the direction of the Community Center Director, the Program Coordinator will be responsible for implementation, development and operations of various innovative and quality multi-generational programs. Coordinator will also work in a collaborative effort and provide outreach strategies to engage and support the Newtown Community.

**Supervision Received:** Works under Direct Supervision of Community Center Director

**Supervision Exercised:** Supervises Program Staff

**Job Responsibilities:**

- Develops, implements, and manages plans to promote program and membership growth
- Ensures high quality member-focused programs through program assessment and innovative development
- Designs and creates member value added programs and free community programs
- Sets strategic goals and ensures continuous program development
- Ensures that program standards are met and safety procedures are followed
- Develops and controls department budgets related to the position so that resources are devoted to top priorities
- Hires, trains, and supervises program staff and volunteers in departmental programs
- Holds staff members accountable and responsible for program plan execution
- Provides outstanding Customer Service to members and program participants
- Identifies and cultivates partners to enhance existing on-site programming
- Completes (one) evening shift a week to serve as the "Supervisor on Duty" to assist with night time supervision and evening member engagement

- Willingness to work evenings, weekends as needed
- Ability to multitask at a very high level with capability of executing each task in timely manner
- Serves as Director on Duty when scheduled (evenings and or weekends possible)
- Coordinates & expands Centers efforts to maintain effective relationships with membership base, key volunteers and community base
- All other duties assigned by Community Center Director

**Requirements:**

Bachelor's Degree, 3 or more years' experience working with children and adults in an education/recreation environment. Must have strong fiscal, organizational and managerial skills as well as public relations skills necessary for communication with administrative staff, program staff, members, program participants, and the community.

Salary: \$43,000

**PLEASE APPLY  
OFFICE OF HUMAN RESOURCES  
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EEO/Affirmation Action Employer  
(Applications available on Town of Newtown website)**