



TOWN OF WALLINGFORD

Open Competitive Examination

Human Resources Department
Wallingford Town Hall
Room 301
45 South Main Street
Wallingford, Connecticut 06492
Telephone (203) 294-2080
Fax (203) 294-2084

RECREATION PROGRAMS SPECIALIST

\$61,376 - \$78,529 (Annually)

General Statement of Duties: This is an entry-level administrative position involving assisting in the planning and coordination of recreation activities. Work involves assisting in the coordination of recreation activities involving the planning, organizing, scheduling and implementing recreation programs including but not limited to athletics, teen, youth fitness, trips and special events. The work requires that the employee have good knowledge, skill and ability in a variety of aspects of public recreation programming needs.

Examples of Duties: Assists in the development, scheduling and implementation of recreation programs and events along with monitoring program registrations. Monitors programs, camps and special events in order to assure a safe and pleasant environment for participants and workers. Required to work at evening and weekend events as needed. Coordinates seasonal youth camps special events and programs. Coordinates recreation programs with other Town departments, civic organizations, and the Board of Education regarding facilities, personnel and equipment. Coordinates year-round family events and programs as directed by the supervisor. Publicizes and markets events, programs, registration and participant information. Assists with promotion of youth programs to the general public using printed and electronic communication mediums and developing marketing strategies. Develops, outlines and designs Recreation Department program brochures for distribution. Works with Youth and Adult League Supervisors on league administration, scheduling of games, practices and administers the volunteer coaches training program through the National Alliance for Youth Sports (NAYS) / National Youth Sports Coaches Association (NYSCA), or similar organizations. Assists in developing bid specifications and obtaining quotes for recreational equipment and program needs. Maintains records and prepares reports on recreation programs and assists in performing office administration tasks as needed. Performs other related duties as required.

Supervision Received: Receives general supervision from the Director of Recreation or his/her designee.

Required Knowledge, Skills, and Abilities: Good knowledge of the principles, practices and techniques of recreation and leisure services administration and program delivery. Good knowledge of community recreation and leisure needs and the technical fundamentals of all facets of youth and teen programming. Good ability to analyze and adjust activities to suit participant's recreational needs. Good ability to establish and maintain effective working relationships with coworkers and superiors, subordinates, volunteers, sponsors and the general public. Good ability to administer policies and procedures including scheduling, routine decision-making and the completion of forms and reports. Good ability and knowledge in the use of Microsoft Word, Excel, and recreation contemporary computer hardware and software, including, but not limited to management software such as MyRec.

Qualifications: Bachelor's degree from a recognized college or university in recreation administration, leisure services, physical education, therapeutic recreation or a related field, plus one (1) year of responsible recreation program experience, OR, an Associate's Degree in one of the above-referenced fields with three (3) years of responsible recreation experience.

Special Requirements: Must have and maintain a valid State of Connecticut Driver's License.

Fringe Benefits: Excellent Health Insurance Packages, Group Life Insurance, Pension Plan, Paid Holidays, Paid Vacations, Paid Sick Leave.

Application Forms: May be obtained at the Human Resources Department, Town of Wallingford, 45 South Main Street, Wallingford, CT 06492. Forms will be mailed upon request from the Human Resources Department.

Examination: Written – 100% **or** Oral – 100% **or** Background Evaluation – 100% **or** Written- 50%/Oral – 50% **or** Written 50%/Background Evaluation – 50% **or** Oral – 50%/Background Evaluation – 50%

Closing Date: The closing date will be the date the 50th application or resume is received or November 4, 2019, whichever occurs first.

THE TOWN OF WALLINGFORD IS AN EQUAL OPPORTUNITY EMPLOYER