

Winding Trails

Recreation Coordinator

Job Description

Organization Background:

Winding Trails is an independent nonprofit organization located in Farmington, CT serving people from Farmington and surrounding communities, providing year-round recreational and educational activities for the growth and enjoyment of individuals of all ages. We are founded on the guiding principles of fostering a love for the outdoors, creating a sense of community, and developing leadership and life skills. Our 380 acres of pristine woods, clear waterways, and outstanding facilities provided the perfect backdrop for our family memberships, summer day camp, special events/programs, environmental education, cross country ski center, and conservation programs.

Position Summary:

Under general direction, the Recreation Coordinator assists in the overall planning and execution of a variety of recreation and education programs for Winding Trails' constituents. This position would concentrate in the areas of Outdoor Adventure, Special Events, Environmental Education, Programs, and Cross-Country Skiing. This is an exempt position with weekend and evening hours worked depending on event schedule.

Examples of Functions and Duties:

- Works with other staff as a team member to plan, organize, develop, schedule, run and evaluate programs and special events including but not limited to:
 - Weekly Triathlon Series, Outdoor Adventure course, Environmental Education programs, multiple special events, and other programs
- Provides support for overall comprehensive recreation program for children, family, and adult populations
- Encourages participation via flyers, newsletters, social media, and other means to stimulate program interest
- Acts as Lead facilitator on Outdoor Adventure Course and is a secondary contact for clients and staff on day of event
- May personally teach recreation activities as skills and time permits
- Assists in operation of Cross-Country Ski Program including preseason setup, promotion, purchase of equipment and supplies, staffing, and running the ski center
- Provides assistance to environmental education and conservation programs through teaching, inventory, and data analysis
- Provides accounting of participation, revenues, and expenses for numerous programs.
- Purchases supplies and equipment as needed for programs and makes recommendations for equipment purchases
- Makes recommendations on new programs and staffing
- Assists in performing office administration tasks such as greeting the public, answering phones, processing program registration, etc. as needed
- Assist with facility maintenance as needed

Note: the above functions and duties are illustrative only. The description does not include every task or responsibility. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assessment of the position.

Typical Requirements:

- A degree from a recognized educational institution in Outdoor Recreation, Physical Education, Leisure Education or related field
- Minimum two years of experience in the recreation field involved in such areas as outdoor adventure, education, special events, outdoor activities, and recreation programs
- Ability to supervise staff
- Good organizational, written, and verbal communication skills
- Strong work ethic
- Be willing to work extra hours including weekends and nights as required to fulfill the above job description
- Ability to work in extreme weather conditions including extreme heat or extreme cold with temperatures sufficiently high or low to cause marked bodily discomfort
- Ability to lift and/or carry objects weighing up to 50lbs
- Valid CT. Driver's license
- Current CPR, AED, Lifeguarding, Challenge Course Management certification, or willingness to acquire these certifications

Knowledge/skills:

- Knowledge of recreation programs and techniques in teaching with an emphasis on outdoor programming including challenge course facilitating, environmental programs, and special events
- Ability to analyze cost-benefit of proposed and/or improved recreational programs, activities, or facilities
- Ability to communicate effectively with people
- Working knowledge of computer programs including Microsoft Office, Word Press, and Social Media platforms

Salary Range:

\$32,500 – \$45,000