



TOWN OF FAIRFIELD

invites applications for the
Position of:

RECREATION/AQUATICS COORDINATOR

SALARY: \$60,739 – \$71,460

UNION/GRADE: THEA 7

OPENING DATE: June 29, 2020

CLOSING DATE: July 17, 2020

DESCRIPTION OF WORK:

Nature of Work:

Under the general direction of the Director of Parks and Recreation, develops, coordinates and manages all aspects of the aquatics division, as well as several special events and oversight of facility rentals. Position reports to the Assistant Director of Recreation. Must be able to work Holidays, weekends, and nights during rentals/special events.

Examples of duties:

- Plans, organizes and implements programs and work assignments according to activities and seasonal schedule
- Train and evaluate staff and maintain proper documentation and certifications, when appropriate.
- Participates in short and long term planning of recreational needs
- Assigns work to seasonal and part time program staff
- Leads various activities, programs, and special events
- Reviews and evaluates recreational programs and activities and recommends changes as needed
- Compiles and maintains activity records and reports
- Exercises overall responsibility for a major element of the total recreation program
- Manages and schedules staff for rental facilities
- Leads in the evaluation of part-time and seasonal recreation staff and recommends employment, training, and development actions
- Creates and compiles staff training manuals
- Responsible for revenue management and handling of money for the running of numerous programs
- Develop new, innovative programs and events
- Evaluate and implement effective strategies for improved efficiency and methods related to programs, staff and training

- Perform relate work as required

Required knowledge,

Skills and abilities:

- Must hold the following certifications or ability to obtain within six (6) months of hire:
 - Waterfront Lifeguarding (LG)
 - Lifeguard Instructor (LGI)
 - Lifeguard Instructor Trainer (LGIT)
 - Water Safety Instruction (WSI)
 - Water Safety Instructor Trainer (WSIT)
- Knowledge of: the principles of management and organizations; development and delivery of public aquatic/athletic programs and principles of staff development and training.
- Ability to: communicate effectively both orally and in writing; maintain effective working relationships with community leaders, municipal officials, coworkers, subordinate staff, and the general public; coordinate, assign, and evaluate the work of subordinate staff and ability to analyze problems and situations, and to present appropriate facts and recommendations concisely in written or oral forms.

Minimum

Qualifications:

- Graduation from an accredited four year college or university with major course work in parks and recreation administration, public administration, business administration or related field PLUS experience supervision the delivery of comprehensive parks and recreation programs or any equivalent combination of training and experience which would provide the desirable knowledge, abilities and skills.
- Possession of a valid driver's license when operation a vehicle is necessary to the satisfactory performance of assigned duties.
- Certified Parks & Recreation Professional (CPRP) preferred.

All interested applicants should submit a completed Town of Fairfield employment application, along with a cover letter and resume by end of day July 17, 2020

Town of Fairfield
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