



TOWN OF LITCHFIELD

Job Opportunity

PARK AND RECREATION COORDINATOR
PARK AND RECREATION DEPT.

Salary Range: \$51,000 - \$57,000 annual plus benefits

This position is salaried and offers excellent Fringe benefits that are governed by the agreement between the Town of Litchfield and Litchfield Supervisors Association, CSEA, INC., SEIU Local #2001

Please submit your application, resume and cover letter by 4:30 PM on **October 16, 2020** to ecallahan@townoflitchfield.org or mail to:

Town of Litchfield
Selectman's Office
74 West St,
Litchfield, CT 06759

BASIC FUNCTION

Under the direction of the First Selectman and advisory authority of Park and Recreation Commission the incumbent in this position is responsible for the direction and administration of the Town of Litchfield's Parks and Recreation, which includes the development, organization, coordination, implementation and supervision of adult and youth recreation programs. The Coordinator ensures proper maintenance of the Town Parks, and Recreation facilities and school facilities when used for Park and Recreation programs. The Coordinator will recruit personnel, as approved, and control department expenditures in accordance with budgeted appropriations and prepare grant applications.

PRINCIPLE RESPONSIBILITIES AND DUTIES

Administers and executes policies established by the First Selectman and the Recreation Commission, and maintain records of department activities, services, personnel and property.

Directs, controls and accounts for the expenditures of the Department funds in accordance with budget appropriations. Prepares annual budget with the assistance of the Park and Recreation Commission, recommends the establishment of necessary fees and charges for various programs, evaluates the need for

purchasing new or replacement equipment. Prepares grant applications and meets all requirements associated with the application.

Prepares and submits monthly budget reports, as well as regular and special reports regarding department activities to the Recreation Commission and First Selectman at least one week prior to the regularly scheduled monthly meeting. Attends all regular and special meetings of the Park and Recreation Commission and maintains records of the department activities, services and personnel.

Incumbent supervises department personnel, temporary and seasonal staff, the general public at sponsored events; and provides guidance to volunteers in the various town wide recreation programs for citizens of all ages. Communicates to the public about community recreation programs, its purpose, and objectives through various communication means including but not limited to the Town website, social media, local radio, other organizations and volunteers.

Maintains a close relationship with school officials and obtains maximum requested usage of school and town facilities for all recreational activities, including volunteer recreational organizations. Establishes and maintains cooperative planning and working relationships with other local peer community agencies with Park and Recreation affiliations whenever possible to provide more opportunities.

Evaluates and makes recommendations to the First Selectman and the Park and Recreation Commission on the effectiveness of the Department services by studying conditions, needs and trends affecting the parks and recreation requirements. Maintains awareness of new developments in the park and recreation fields utilizing CRPA membership, continuing education, and attending seminars as needed.

Supervises and organizes a diversified program of recreational activities and services and schedules facilities for use for educational programs and other activities.

Communicates to the public about the community recreation program and its purpose and objectives through the use of the volunteers and staff members, media coverage and other suitable means, and establishes and maintains cooperative planning and working relationships with other local community agencies concerned with recreation, parks and related fields of interest.

Represents the Town in various community agencies, clubs, and organizations concerned with Park and Recreation functions.

Performs other related assignments as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the principles and practices of recreation and leisure services administration as applied to a municipal parks and recreation program.

Incumbent should demonstrate thorough knowledge of community needs and program options in the field of recreation and leisure services, the proper physical planning, design, arrangement, construction and maintenance of parks and recreational areas.

KNOWLEDGE, SKILLS AND ABILITIES, CONTINUED

Ability to develop short and long term plans for programs and maintenance.

Ability to operate computers, office equipment and conduct presentations and be able to effectively communicate.

Ability to establish and maintain effective working relationships with superiors, subordinates, associates, officials of other agencies and the general public.

ORGANIZATIONAL STRUCTURE

Reports to: First Selectman and the Recreation Commission

Supervises: Assistant Park & Recreation Coordinator
Instructors, Coaches, Assistants and Attendants as required

MINIMUM QUALIFICATIONS

Graduation from college with a B.S. degree in Recreation, Physical Education or related field, plus two years of related experience.

Three years of supervisory and administrative experience strongly preferred.

Must be able to work nights and weekends as required.

Drivers License required

ADDITIONAL REQUIREMENTS, PHYSICAL DEMANDS, AND WORK ENVIRONMENT CHARACTERISTICS

Must be able to preform continuous bending, twisting, and stoop, reaching and lifting of moderate to heavyweight material up to 20 lbs.

Employee will often work in all weather conditions.

Employee must have the ability to maintain his/her composure during stressful and emergency situations.