



The Town of Avon Announces the Following Position:

Part Time-
RECREATION PROGRAM SPECIALIST

Department: Recreation and Parks

Status: Part Time 15-25 hours/week

Date Posted: October 14, 2020

Position Start Date: January 4, 2020

Reports to: Director of Recreation and Parks

Salary Range: Grade 6: \$25.9003-\$27.9603

Closing Date: OPEN UNTIL FILLED

APPLY NOW. INTERVIEWS START IN NOVEMBER

Summary: Performs professional duties under general supervision from the Recreation and Parks Director in the planning, developing, coordinating, administrating, and supervising comprehensive recreation programs that implement the Town's Recreation goals and objectives. Performs secretarial and clerical administrative work of a responsible nature; assists in office organization and coordination of recreation programs, sports leagues; and assists in budgets. Provides supervision to instructors, volunteers, seasonal staff, coaches and volunteers as assigned.

Examples of Duties: Responsible for planning, organizing, developing, scheduling and evaluating programs, lessons, leagues and events by coordinating everything involved in successful delivery of these services. Reviews program proposals and works with potential instructors to assure successful program outcomes. Prepares and administers individual program budgets as appropriate; monitors expenditures, closeout budgets and reports for camps, programs, leagues, lessons. Monitors ongoing enrollments, wait lists and rosters to assure minimum and maximum participation goals. Develops and maintains positive relationships within the community and the Farmington Valley for shared resources, partnerships, collaboration and networking. Directs, supervises and leads recreation programs at numerous locations through program staff. Monitors, observes and evaluates programs and to assure a safe and pleasant environment for participants and staff. Assists with ordering, storing, distributing, inventorying and controlling supplies and equipment. Assists in recruiting, interviewing, evaluating, and training staff, instructors, coaches and volunteers. Works with Special Needs Coordinator to assure reasonable accommodations are provided as needed.

Qualifications: Ability to work a flexible schedule including evenings and weekends as required to support programs. Schedule may fluctuate based on assignments and seasonal demands. Graduation from a recognized college or university with a Bachelor's degree in Recreation or a related field plus one (1) year of experience in recreation or an Associate's degree in Recreation or a related field plus two (2) years' experience in directing recreation programs or any equivalent combination of training and experience which provide the demonstrated ability to perform the duties of the position. Must possess a valid driver's license, vehicle and cell phone.

Preferred: Knowledge of ADA Title II.

To Apply For This Position:

An Employment Application is available on the Job Opportunities page of the Town website www.avonct.gov.

Completed Employment Applications may be dropped off at the Human Resources Department, sent by mail: 60 West Main Street, Building #5, Avon, CT 06001, or emailed HR@avonct.gov.

Successful candidate must pass a written exam and/or interview, drug testing, and background check prior to employment. See the accompanying job description for additional information.

The Town of Avon is an EEO/AA employer.