TOWN OF MONROE
EMPLOYMENT JOB DESCRIPTION

POSITION TITLE: **Recreation Program Coordinator/Camp Director**

DEPARTMENT: **Parks & Recreation**

REPORTS TO: **Parks & Recreation Director**

CLASSIFICATION: **Salaried; Supervisor Union; 40 Hours per week**

JOB SUMMARY:

Under the supervision of the Parks and Recreation Director, the recreation program coordinator will be the on-site Summer Fun Days Camp Director during the summer months and will assist/supervise in planning/coordinating a variety of programs and special events during the school year which includes evenings, holidays and weekends. In addition to being the staff person is assigned to attend all the Ski/Snowboard club program trips. Hours for this position vary by seasonal needs of our programming, must be flexible.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Assists Parks and Recreation Director and Recreation Supervisor in the planning details of program needs.
- Participants at various special events, including, but not limited to: races, concerts, movie nights, character nights and provides operational support, crowd control, public relations and working with other employees to provide set-up, operation, clean up and safety for all events.
- Assists Parks and Recreation Director and Recreation Program Supervisor in filling gaps of staff for the pool, lake, admissions and office needs.
- Performs record keeping duties for all programs assigned.
- Inventory, prepare, and transport the variety of recreation related supplies, materials, and equipment for various sports and other recreation program activities as needed.
- Assists in securing the proper staff, facility locations, staff trainings/meeting and coordinates schedules of evening/weekend programs and summer camp field trips.
- Administers emergency response and first aid if needed. Properly documents all accidents and notifies supervisor.
- Prepares reports, promotional flyers and uses the MyRec.com software to upload programs and registration portal for community use.
- Must be on site at all times when camp is operating.
- Other duties as assigned by Parks and Recreation Director.

EDUCATION/SKILLS/QUALIFICATIONS:

- Bachelor's degree in community recreation or other related field with a youth emphasis and two (2) years related experience with a recreational organization, day camp or equivalent.
- Must have or be willing to obtain First Aid and CPR/AED certification within the first three months of employment and will need to become certified in Lifeguarding within six months of employment.
- Excellent communication and social media skills.
- Ability to problem solve and interact with the public.
- Proficient computer skills. (i.e. MicroSoft Suite, MyRec etc.)
- Must have and maintain a valid Connecticut Motor Vehicle License.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is required to stand, walk, sit, bend, occasionally drive a vehicle, use hand to finger coordination, handle or feel objects, and reach with hands and arms. Ability to move about facilities and walk on unpaved, sloped, and uneven terrain. Ability to work under stress from demanding deadlines and changing priorities and conditions. The employee may need to lift and/or moves up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus and read various documents.

Send resumes to:

Human Resources Department-Town of Monroe

7 Fan Hill Road

Monroe, CT 06468

www.MonroeCT.gov

203-452-2808

Salary Range: $52,000-$55,000

Deadline to apply: November 18, 2026