

NEW BRITAIN PARKS AND RECREATION DEPARTMENT

POSITION TITLE: PROGRAMMER/PROGRAM COORDINATOR

GENERAL DESCRIPTION OF JOB:

Under the general direction of the Director of Parks, Recreation and Community Services Department or his designated representative. Responsible for administering, planning, and coordinating a particular program and/or special event.

EXAMPLES OF DUTIES:

1. Plans, promotes, coordinates, oversees and evaluates program(s) and/or special events.
2. Responsible for arranging facility requests, equipment and staff.
3. Responsible for part time payroll.
4. Coordinates registration procedures.
5. Prepares reports as needed.
6. Marketing of Willow Brook Park stadiums for the purpose of hosting sporting events and tournaments.

DESIRABLE MINIMUM QUALIFICATIONS:

Preferred graduate of high school, college or higher.

KNOWLEDGE, ABILITIES AND SKILLS:

Must understand the need to represent other Departments in a professional manner. Must deal with people on a firm and cooperative level. Must have ability to multi task and communicate effectively with co-workers, supervisors, subordinates, and customers. Key attributes: following directions, good communication skills, good deductive reasoning and sound decision making.