



TOWN OF EAST LYME PARKS AND RECREATION/YOUTH SERVICES DEPARTMENT IS CURRENTLY HIRING FOR:

RECREATION PROGRAM COORDINATOR

The Recreation Program Coordinator will supervise program instructors, seasonal and part-time employees, volunteers, and others assigned to Youth Services Programs. The incumbent will also be responsible for implementing Parks and Recreation/Youth Services programming including Prevention Programs. Applicants are required to have a bachelor's degree in Recreation, Physical Education or in some closely related field plus one year of experience in recreation program management. The applicant must demonstrate the knowledge and skills in planning, organizing, budgeting, and evaluation of recreational programs. Additionally, the applicant should possess the ability to assess community recreation needs and initiate, organize, and follow-through on recreation programs and projects. Strong communication skills needed to present ideas and programs to appropriate individuals and groups. Availability to work off hours to run programs and services as needed. This position is a Full-time salaried Union position. Applicants must pass a physical exam, drug/alcohol testing, credit check and must pass a criminal background test.

Where Play Happens!



East Lyme Parks and Recreation

**If interested, please submit a cover letter, resume, and a completed Town of East Lyme application to:
HR Manager, Town of East Lyme, 108 Pennsylvania Avenue, Niantic, CT 06357 or hrmanager@eltownhall.com**

Applications and job descriptions are available at www.eltownhall.com

All cover letters, resumes, and applications (including references) must be received by Friday April 16, 2021.