



TOWN OF MANSFIELD
Position Announcement

Recreation Coordinator

Job Overview:

The Town is looking to fill a full-time vacancy for a Recreation Coordinator. The Recreation Coordinator performs intermediate professional work managing a variety of recreation programs as well as related work as required. Duties include: planning and supervising recreation programs; scheduling programs and events; hiring and supervising program staff; monitoring budgets of assigned programs; maintaining appropriate records and files; preparing reports.

This exempt position is 35 hours/week with benefits. Work schedule can include evenings and weekends to accommodate work assignments.

Qualifications:

Any combination of education and experience equivalent to a Bachelor's degree from an accredited college or university with major course work in recreation, sports or leisure sciences, physical education or related field and some experience in organized recreation programs.

Special Requirements:

Possession of CPR and first aid certification and instructor certification (if assigned training responsibilities requiring certification such as CPR). Possession of or ability to obtain an appropriate public service driver's license valid in the State of Connecticut within three months of employment. Possession of Parks and Recreation Professional certification preferred.

(Please see the job description for more information concerning the duties and requirements for this position.)

Salary (1/1/2022):

Salary Grade 19 \$58,281 – 74,030.04 annually

Interested applicants must submit an employment application, resume, and letter of interest online at www.mansfieldct.gov/jobs no later than Monday, March 14, 2022 at 4:30pm.

