

TOWN OF CHESHIRE

POSITION DESCRIPTION

Position Title: Program Coordinator

Classification: N-2

(Revised 12-13-16)

Department: Parks and Recreation

Date: _____

Position Objectives:

Under direction, responsible for assisting in the planning, development and promotion of new and existing recreation programs.

Reporting Relationships:

Reports to: Director of Parks and Recreation

Supervises: Part time Recreational Staff as necessary

Job Location and Equipment Used:

Work is performed at Youth Center as well as various recreational sites throughout the town including schools, playgrounds, Mixville Recreation area, and Town parks. This position requires ability to move from site to site, set up tables and chairs during the performance of duties during any given day. Equipment used: telephone, computer, fax, sports equipment.

Essential Functions:

1. Communication with the public, staff community groups, and press to develop recreational programs.
2. Selects and develops staff for new and existing programs.
3. Coordinates use of facilities for assigned programs.
4. Promotes programs in the media or through flyers.
5. Sets schedules for Entertainment, and coordinates programs and staff.
6. Develops resources for financial support of activities.
7. Assist the Supervisor of Recreation.

The above duties describe the most significant duties performed and are not to be considered a detailed description of every duty of the position. Other occasional and related duties may be assigned.

Position Title: Program Coordinator (Continued)

Desired Knowledge, Skills and Abilities:

Degree in Community Recreation and one or more years experience in recreation field or any combination of training and experience which provides a demonstrated ability to perform the duties of the position. Knowledge of needs and behavior patterns of all age groups. Ability to communicate effectively both verbally and in writing with program participants, staff, co-workers, civic groups, and the media.

Knowledge of and ability to apply principles, concepts, and practices of municipal recreational programming. Ability to be creative with new programs. Ability to move from site to site during the performance of duties during any given day. Ability to set up and take down tables, chairs, and equipment for programs offered at various sites. Ability to have flexibility in days and hours available for scheduled work, including evenings and weekends.