

TOWN OF WATERFORD

The following position is presently open at the Town of Waterford:

PROGRAM COORDINATOR

Salary Range: \$53,956/year – \$67,445 (commensurate with experience)

Full Time Position, Excellent Benefits

**APPLICATIONS MUST BE SUBMITTED TO THE HUMAN RESOURCES OFFICE
BY WEDNESDAY, NOVEMBER 9, 2022 AT 4:00PM**

Director/Assistant Director of
Recreation & Parks

SUPERVISOR

MP-A

CLASSIFICATION

Director of Recreation & Parks

REVIEWING AUTHORITY

Recreation & Parks

DEPARTMENT

A. PURPOSE OF POSITION:

To assist in the coordination and implementation of community recreation programs. To schedule all Town and Board of Education facilities for community uses as policy and procedure dictate.

B. SUPERVISION RECEIVED:

The Director reviews and evaluates work performance and assigns related work. The Assistant Director may assign related work.

C. SUPERVISION EXERCISED:

Supervises contractual, seasonal, part-time, clerical staff and others as assigned.

D. EXAMPLES OF DUTIES:

1. Prepare and maintain facility and athletic field schedules, using Board of Education and Town facilities, for recreational programs, co-sponsored community programs and/or rental of same. Provide cancellation information as required to staff and participants. Ensure required paperwork is completed.
2. Maintain collaborative relationships with town staff and community organizations.
3. Develop seasonal program offerings, perform reviews of all aspects of programs, after action reports (costs, revenues, notes), and budget requirements for meeting annual objectives and goals, to include special events. Utilization of the appropriate computer software will be required.
4. Prepare narrative and statistical reports on recreation programs and community use of schools.
5. Assist with the organization and scheduling of leagues, classes and special events.
6. Provide on-site inspections of program facilities and monitor equipment and supply usage to ensure maintenance of proper levels.
7. Night and weekend work as necessary.
8. Instruct and supervise programs and program personnel. May assist in recruitment, hiring, and evaluation of program personnel. Provide training and re-certification of employees as needed.

9. Prepare seasonal program booklets, activity brochures, flyers, etc. Assist with keeping social media content updated.
10. Assist in preparing and administering department budget.
11. Other related work as required.

***The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

E. MINIMUM QUALIFICATIONS: (Knowledge, Skill & Ability)

Experience and knowledge of principles of community recreation; ability to instruct and/or supervise employees; administrative ability; ability to work independently; ability to organize and maintain records and make reports from such; ability to speak in public; knowledge of sports and recreational activities; ability to utilize computer software programs; ability to follow written and oral instructions; valid operators' license.

F. PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical strength, stamina and flexibility to access all Town owned, rented or leased facilities. May instruct and demonstrate techniques usual to Recreational Programming. While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The employee frequently is required to walk and sit. The employee is occasionally required to stand; climb or balance; and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision preferred, peripheral vision, depth perception and the ability to adjust focus. The dexterity necessary to utilize a computer keyboard on a regular basis is essential.

G. EDUCATION & TRAINING:

Bachelor's degree in recreation or closely related field. One to three years' experience in related field preferred. A combination of education and experience that demonstrates the ability to perform the responsibilities of this position may be considered in lieu of the stated educational and experience requirements.



Christine Walters, Director of Human Resources



Date

- cc: Town Hall Bulletin Board Senior Services Youth & Family Services
 First Selectman Utility Commission Finance Department
 Town Clerk Fire Services Planning & Development
 Tax Collector Library Recreation & Parks
 Assessor Public Works Department
 Police Department

- Chad Adams, President, Local 1303-037
 Thomas Martin, President, Firefighters Local 4629
 Dani Gorman, President, General Government Administrators
 Michael Fedor, President, Police Union (UPSEU/COPS)
 Shawn Finnigan, President, Public Safety Dispatchers (UPSEU)