

## **Recreation Coordinator**

### **Town of Plainville**

The Town of Plainville is currently seeking a full-time Recreation Coordinator in our Recreation Department. This position is represented by AFSCME Local 1303-472 of Council #4. The starting hourly rate of pay of \$26.10 per hour with a 35 hour work week. Hours are Monday thru Wednesday from 8 a.m. – 5 p.m.; and Thursday until 8 a.m. - 6 p.m. will include some nights and weekends. Generous benefits package.

The Recreation Coordinator will assist in the coordination of a comprehensive public recreation program for the community including summer camps, special events, and other programs. The position will also include marketing and clerical support for the department.

Applicants must have desirable phone etiquette with outstanding customer service experience and possess friendly interpersonal skills. Ability to perform cashier duties accurately; ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations. Computer experience, knowledge of office equipment and general office procedures. Must be extremely organized and possess the ability to organize and prioritize work. Knowledge of philosophy and objectives of municipal recreation administration. Knowledge of methods and techniques involved in researching, planning, organizing, implementing, programming, supervision and evaluating a variety of recreation/youth services programs and activities.

Qualifications include High School Diploma or equivalent. Bachelors Degree preferred. Minimum of two (2) years' experience working in a recreation department or any equivalent combination of experience and education. For full job description please click [HERE](#).

Applications are available in the Human Resources Department, Room 300, Municipal Center, One Central Square, Plainville, CT 06062 or on our website or by clicking [HERE](#). Applications will be accepted through April 11, 2024 or until position is filled.

*The Town of Plainville is an Affirmative Action and Equal Opportunity Employer.*