

**Town of Preston, CT
Job Description**

Job Title	Recreation & Senior Programs Coordinator
Department	Parks & Recreation
Category	Full Time – including some weekends and nights
FSLA	Non-Exempt
Pay Grade	
Report to:	Director, Parks & Recreation
Supervises:	Programs

Position Summary/Purpose:

The purposes of this position are to perform responsible work for the department in the implementation, development and supervision of recreation programs for various ages including youths, adults, and seniors, along with townwide special events. The Recreation & Senior Programs Coordinator is required to exercise independent judgment in managing the programs and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Essential Job Functions:

(The essential functions or duties listed below 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.)

- Plan, organize, implement and supervise a variety of programs as assigned by the Director which includes various sports programs, summer camp, extreme teen camp, outdoor activities, cultural activities, instructional classes, pre-school classes and activities, special events and after school programs, as well as specialized youth offerings.
- Plan, organize, implement and supervise activities, classes, events, and trips that are specifically geared towards adults and the senior population.
- Assist Director in recruiting and recommending part-time, seasonal employees and contracted instructors as approved; assist with employee orientation sessions and training.
- Assist Director with advertising materials, including flyers and social media posts. Post programs on Town’s website
- Provide input to Director about programs through evaluation of said programs and suggesting new programs to add to department. Once approved may assist in developing all the details of a new program.
- Provides a wide variety of information and assistance to the public relating to recreational programs. Assist with registrations.
- May prepare such reports as records of staff, activities, property, and services.
- Assist with and conduct community events, including setup, implementation, and clean-up.
- May fill in as a staff member for absent program instructor or a summer camp staff shortage, or serve as the instructor of certain programs as approved by the Director.

- May assist with monitoring volunteer coaches and schedule practices, games, referees, and scorekeepers. Set up team lists, schedules, uniforms and equipment as assigned. May serve as referee, umpire or other official as needed.
- Schedule the use of facilities for use by recreation programs and civic groups. Supervises schedule activities as assigned.
- May maintain records of inventory supplies and prepare bids for materials and supplies and other administrative functions as requested.
- May participate in monthly and special P&R Commission meetings and Youth Services Oversight Committee as needed to explain programs or budget requests for programs.
- May coordinate with community organizations and other Town departments for special events, including State Troopers and the Fire Department (ex: Stuff A Cruiser).
- Supports Preston's Youth Services Bureau Director for such programs as Girl's Circle and Homework Club; provide presentations on social wellness topics.
- Ensure that all work is conducted in a safe manner and that all work safety practices are followed.
- Consistent on-site/field work and continuous availability is essential for this position. Work schedule is flexible to provide services in the evenings and weekends as necessary.

Other Functions:

- Perform similar or related work as required, directed or as situation dictates.
- Continue training and professional development; keeping current with trends.
- Assist other department staff as needed to promote a team effort to serve the public.

Minimum Required Qualifications:

Education, Training and Experience:

The qualifications required would generally be acquired with a Bachelor's degree in recreation, physical education or related area. A minimum of 2 years relevant experience, working with youths, adults, and seniors and/or any equivalent combination of education, training, and work experience.

Special Requirements:

Must have and maintain: Valid Driver's License

CPR/First Aid Certification must be acquired within six months of position and maintained.

Knowledge, Ability and Skill:

- Knowledge of recreation, leisure, and youth service programs such as arts, crafts, sports and special events which are used in public recreation programs.
- Knowledge of adult and senior specific programs and interests.
- Basic knowledge of sports and playground equipment and athletic field maintenance.
- Ability to plan develop and promote and execute recreational programs
- Demonstrated proficiency with Microsoft applications, and Google Suite. Ability to effectively use Canva and Social Media to develop digital promotions, and electronic communication preferred.
- Ability to learn budgeting, records management, administration and purchasing functions for the department.

- Ability to communicate effectively using solid reading, writing, listening and speaking skills; ability to produce documents that accurately convey information
- Ability to create clear and concise reports using basic math skills - ability to deliver them in writing and orally
- Ability to exercise independent judgment, problem solve and organize work, and complete tasks efficiently and accurately;
- Ability to maintain professional ethics related to confidentiality
- Ability to develop and execute a well-rounded program of recreation activities and multitask in a fast-paced environment
- Strong interpersonal skills are required in all interactions
- Ability to establish and maintain effective working relationships with government officials, volunteers, schools, community groups, associates and the general public

Job Environment:

Work is performed in moderately noisy office with constant interruptions. Recreational programs may be performed in a moderately noisy camp, school or playground or on the bus and on a field trip. The job involves exposure to all types of weather conditions, working at different locations for camp programs. Requires the ability to use CPR/First Aid at various activities and programs with exposure to blood or bodily products.

Requires the operation of a vehicle, telephones, personal computers, copiers, facsimile machines, and other standard office equipment. Requires use of sports equipment, arts and craft equipment and first aid kit.

Makes frequent contact with other Town Departments, parents, staff, program participants, contracted instructors, and vendors. Communication is frequently in person, by telephone, radio, fax, email, mail, and in writing. Contacts require a command presence and calm and supportive demeanor with diverse groups and audiences.

Errors in judgment or omissions could result in delay in service, damage to buildings and equipment, injury to self and others, rework and potential liability.

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions - programs			X	
Work in high, precarious places	X			
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles	X			
Non weather related –extreme heat/cold	X			
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			
Other-Driving		X		

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing			X	
Walking			X	
Sitting			X	
Talking & Hearing				X
Using hands/fingers to handle/feel/type				X
Climbing or balancing		X		
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms				X
Smelling	X			
Bending, pulling, pushing			X	

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 75 pounds – Fire Pack	X			
Up to 100 pounds- moving person	X			
Over 100 pounds- moving person	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)		X		
Moderate noise (computer, light traffic)				X
Loud Noise (heavy equipment/traffic)	X			
Very Loud (jack hammer work)	X			

Vision requirements

Close vision (i.e. clear vision at 20 inches or less)

Distance vision (i.e. clear vision at 20 feet or more)

Color vision (i.e. ability to identify and distinguish colors)

Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)

Depth perception (i.e. three-dimensional vision, ability to judge distances and spatial relationships)

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)