



Town of Colchester Job Description

Recreation Specialist Recreation

GENERAL STATEMENT OF DUTIES

Assist the Recreation Manager in the effective planning, delivery and evaluation of comprehensive year-round, seasonal and special recreational activities and programs for the Town of Colchester.

Work in a safe and responsible manner, including following both OSHA and Town of Colchester safety policies.

WORK SCHEDULE

Primarily Monday-Friday, 8:00am to 4:30pm with a half-hour unpaid lunch (40 hrs./wk.); however often requires evening and weekend hours as program/events dictate.

SUPERVISOR

Works under the direct supervision of the Director of Parks & Recreation

ESSENTIAL DUTIES

The following is an illustrative and non-exhaustive list of duties:

- Create flyers, emails, and marketing material to promote the departmental programs
- Initiation, oversight and development of new and existing program areas as assigned
- Assist in the preparation and promotion of special events as assigned
- Supervise part-time, seasonal employees & contractors; visit programs as needed.
- Attend meetings and assist Endorsed Sport Leagues with scheduling and concerns
- Serve as reservation coordinator for facilities managed by Department
- Customer service and program sales, including in-person, by email and by phone especially in the absence of Office Assistant
- Assist in the maintenance of department web page
- Provide evidence of ongoing career and/or skills development
- Related duties as assigned
- Comply with Town of Colchester Personnel Policies
- Processing and tracking of vouchers, purchase orders, and requisitions
- Daily bank deposit
- Responsible for billing and collection of delinquent accounts
- Other administrative duties as assigned

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Must have:

- Overall working knowledge of current trends in recreation philosophy and management.
- Working knowledge & ability to plan, develop, promote and lead recreation programs.
- Good public speaking skills.
- Current computer skills, including word/data processing, desktop publishing

While performing the duties of this job, the employee is regularly required to stand, walk and talk. The employee frequently is required to sit; use hands to feel objects; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee is occasionally required to use the sense of smell.

The employee must be able to lift and/or move up to 50 pounds. Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

EDUCATION AND EXPERIENCE

- Bachelor's Degree in Recreation Management or in a related field
- Must be at least 21 years of age.
- Two years' experience in recreation or a related field; or equivalent combination of education and experience.
- Must have and maintain a valid Connecticut Motor Vehicle Operator's License.

WORK ENVIRONMENT

It is the policy of the Town of Colchester to provide a safe and healthy workplace for all employees. The Town of Colchester is committed to reducing and controlling the frequency and severity of work-related accidents. It is the responsibility of every employee to report all accidents, incidents and occupational illnesses, as well as any perceived hazardous conditions. While performing the duties of employment, it is the employee's responsibility to work in a safe and responsible manner. This includes following both OSHA and Town of Colchester safety policies

While performing the duties of this job, the employee is required to work in outside weather conditions. The noise level in the work environment is usually moderate.

Town of Colchester is an Equal Employment Opportunity employer committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on color, race, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or other protected characteristic as outlined by federal, state, or local laws.

*This job description is not all-inclusive and is subject to change
by the Board of Selectman at any time.
Full-time; non-union, salary; exempt.*
