



Wallingford, Town of (CT) Recreation Program Specialist

SALARY	\$74,236.00 - \$93,900.00 Annually	LOCATION	Wallingford
JOB TYPE	Full-Time	JOB NUMBER	202400205
DEPARTMENT	Park & Rec Dept.	OPENING DATE	12/19/2025
CLOSING DATE	1/2/2026 5:00 PM Eastern	MAX NUMBER OF APPLICANTS	50

GENERAL DESCRIPTION

This is a responsible administrative position assisting in the planning and coordination of recreation and adaptive recreation activities.

The work involves assisting in organizing, scheduling and implementing recreation programs including but not limited to athletics, teen, youth fitness, trips and special events. The work requires that the employee have good knowledge, skill and ability in a variety of aspects of public recreation programming needs.

EXAMPLES OF DUTIES

Assists in the development, scheduling and implementation of recreation programs and events along with monitoring program registrations.

Monitors programs, camps and special events in order to assure a safe and pleasant environment for participants and workers. Required to work at evening and weekend events as needed.

Coordinates seasonal youth camps special events and programs. -

Coordinates recreation programs with other Town departments, civic organizations, and the Board of Education regarding facilities, personnel and equipment. Coordinates year-round family events and programs as directed by the supervisor.

Publicizes and markets events, programs, registration and participant information. Assists with the promotion of department, community events, and related activities to the general public using printed and electronic communication mediums and developing marketing strategies.

Develops, outlines and designs Recreation Department program brochures for distribution.

Works with Youth and Adult League Supervisors on league administration, scheduling of games, practices and administers the volunteer coaches training program through the National Alliance for Youth Sports (NAYS) / National Youth Sports Coaches Association (NYSCA), or similar organizations.

Assists in developing bid specifications and obtaining quotes for recreational equipment and program needs.

Maintains records and prepares reports on recreation programs and assists in performing office administration tasks as needed.

Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of the principles, practices and techniques of recreation and leisure services administration and program delivery.

Good ability to administer adaptive recreation programming and in working with families to accomplish program goals.

Good knowledge of community recreation and leisure needs and the technical fundamentals of all facets of youth and teen programming.

Good ability to analyze and adjust activities to suit participant's recreational needs.

Good ability to establish and maintain effective working relationships with coworkers and superiors, subordinates, volunteers, sponsors and the general public.

Good ability to administer policies and procedures including scheduling, routine decision-making and the completion of forms and reports.

Good ability and knowledge in the use of Microsoft Word, Excel, and recreation contemporary computer hardware and software, including, but not limited to management software such as MyRec.

QUALIFICATIONS

Bachelor's degree from a recognized college or university in recreation administration, leisure services, physical education, therapeutic recreation or a related field, plus two (2) years of responsible recreation program experience, or an equivalent combination of education and qualifying experience substituting on a year-for-year basis. -

SPECIAL REQUIREMENTS:

Must possess and maintain a valid State of Connecticut Motor Vehicle Operator's License

SUPPLEMENTAL INFORMATION

MAXIMUM APPLICATIONS RECEIVED: This posting will close IMMEDIATELY once the 50th application has been submitted and received by the Human Resources Department. This posting only remains open till the closing date listed above in the event that 50 applications have not been received.

TO APPLY: Please visit www.wallingfordct.gov/government/departments/human-resources/

Applications are also available at the Department of Human Resources located in Room #301 of the Town Hall, 45 South Main Street, Wallingford, CT 06492.

EXAMINATION: Written - 100% or Oral - 100% or Background Evaluation - 100% or Written - 50%/Oral - 50% or Written - 50%/Background Evaluation - 50% or Oral - 50%/Background Evaluation - 50%

Town of Wallingford, CT

45 South Main Street, Wallingford, CT 06492

<https://www.wallingfordct.gov/>

Employer

Wallingford, Town of (CT)