



TOWN OF PUTNAM

Municipal Complex
200 School Street
Putnam, Connecticut 06260
Telephone: (860) 963-6800

Job Posting

Recreation Services Coordinator

December 2025

The Town of Putnam is accepting internal applications for the position of Recreation Services Coordinator within the Recreation Office. This position performs a variety of professional administrative and program support to the Recreation Office, other departments, community, recreation and senior programs as assigned.

This full-time, hourly, union position is set for 35 hours per week with a pay range based on the Town Hall Unit Union Contract for Administrative Assistant between of \$20.86 - \$30.43.

Minimum Qualifications:

1. Graduation from an accredited college or university with an Associate's degree in General Studies, Park/Recreation Industries, or a related field, with three (3) years of more increasingly responsible experience in administrative work, customer service, recreation programming, or a related field.
2. Requires travel to project sites or other locations for meetings and events.
3. Comparable experience in the business environment. The coordinator must:
 - Work and communicate effectively with staff and the general public.
 - Problem solve with minimum supervision.
 - Possess the ability to carry out duties with a high degree of independence and confidentiality.
 - Possess a strong understanding of Outlook, Microsoft Office and the ability to become proficient in other departmental software systems.
 - Have the ability to manage multiple diverse projects and work collaboratively with other staff and organizations.
 - Have the ability to keep accurate complex records and generate reports accordingly.
 - Have the ability to perform in a fast-paced office environment.
 - Possess excellent planning, time management and organizational skills, written and verbal communication skills, and strong attention to detail skills.

Essential Functions:

1. Performs routine duties independently, setting priorities and scheduling own work in accordance with established and general policies and procedures.
2. Prepares public communications and informational materials, under the directions of the Recreation Director, for various programs and events offered by the Recreation Department.
3. Processes registrations, records participant information, collects and documents payments, prepares receipts, reconciles payments, and maintains accurate participant and financial records in accordance with Town policies.
4. Maintains accurate records, files, and documentation in accordance with departmental policies and industry standards.
5. Acts as a liaison with Town Departments, staff, outside agencies, and the general public.
6. Acts as a liaison with youth sports leagues and community groups to coordinate scheduling needs, field and facility requests, and routine program coordination.

7. Produces and/or prepares reports, correspondence and other written material as directed.
8. Responds, within the authority of the position, to public inquiries made with either appropriate information or a referral.
9. Prepares billing/record keeping for services performed by the Recreation Department.
10. Liaison to Community Room activities for Seniors, including schedule creation and periodic supervision of daily activities.
11. Supports Senior programs and activities, which may occur during or outside normal business hours.
12. Provides logistical and onsite support for Town events and programs, including setup, participation, and breakdown, which sometimes requires evening and weekend hours.
13. Supports youth programs in collaboration with the Youth Program Coordinator, including registration processing, parent communication, and scheduling tasks.
14. Acts as Recording Secretary for this Department's Boards and Commissions (Recreation Commission, Commission on Aging, Veteran's and others as directed). Recording Secretary duties include preparing agendas, preparing minutes, arranging for in-person and virtual meetings and managing attendees, filing recordings as necessary, coordinating for public posting requirements, and updating Town website with applicable information.
15. May assist with duties in various departments as needed.
16. All other duties assigned.

Work Environment and Physical Demands:

This job operates in a professional office environment with regular related field work. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the essential functions of this job, the employee is frequently required to stand, walk; use hands and fingers, handle or operate objects, controls, or standard office equipment, reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to **25 pounds**. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Other Duties:

Please note this overview is not designed to cover or contain a comprehensive listing of functions, activities, duties, or responsibilities that are required of the employee for this job. Functions, duties, responsibilities, and activities may change at any time with or without notice.

EEOC Statement:

It is the policy of the Town of Putnam to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, the Town of Putnam will provide reasonable accommodations, that do not present an undue hardship, for qualified individuals with disabilities.

Position will remain open until it is filled. Please send cover letter and resume to mariah.clifford@putnamct.us