



## TOWN OF BROOKLYN

P.O. Box 356 - Route 6 and 169  
BROOKLYN, CONNECTICUT 06234

OFFICE OF THE SELECTMEN  
(860) 779-3411 Option 2

TOWN CLERK  
(860) 779-3411 Option 4

TAX COLLECTOR  
(860) 779-3411 Option 5

ASSESSOR  
(860) 779-3411 Option 6

Position Title: Recreation Program Coordinator  
Department: Recreation  
Reports to: Recreation Director  
Status: Full Time (40hrs/week) Year-Round, Non – Exempt  
Starting Salary Range: Grade T3 / \$23.65hr - \$24.91hr  
Position Salary Range: Grade T3 / \$23.65hr - \$28.40hr

---

### **GENERAL SUMMARY:**

Under the direct supervision of the Recreation Director, the Recreation Program Coordinator is responsible for creating and implementing a diverse year-round recreation program within the resources of the community. This will include planning, organizing, implementing, supervising, and evaluating activities and events to meet the needs of the community as well as assisting with program budgeting, marketing, scheduling facilities, managing social media platforms, and running special events with approval of the Recreation Director. Recreation Program Coordinator works closely with volunteers and seasonal staff, assists with program registration, purchasing of equipment and supplies and related paperwork, and coordinates with various community organizations on activities. This position will coordinate and oversee our Club Kidzone: After the Bell Recreation Program during the academic school year. As the Parks & Recreation Program Coordinator, this position may also be responsible for overseeing Kidzone: Before the Bell Recreation Program, in the morning during the academic school year, when additional coverage is needed.

### **MAJOR DUTIES:** (The listed examples are illustrative only and may not include all duties found in this position.)

- Under supervision -Plans, organizes, schedules, implements, and evaluates year-round recreational, social and cultural activities, programs, and events.
- Visits programs as directed and assists instructors in problem solving.
- Performs review of programs as instructed
- Develops new recreational activities to meet the needs of the community, while enhancing existing programs, with approval from Recreation Director.
- Assists Director - Studies conditions, needs, and trends affecting recreation programs and facilities.
- Trains, oversees, instructs, and evaluates staff and volunteers for department programs, activities, and special events with approval from the Recreation Director.
- May assist in recruitment and hiring of program personnel.
- Participates in computerized registration of program participants; schedules use of the Parks & Recreation facilities; assists in the collection of, and accounting for activity fees.
- Maintains program and participation records, and other associated records and documents to monitor program effectiveness.
- Coordinates and reserves indoor and outdoor facilities used for department programs, activities, and special events. Ensures required paperwork is completed.
- Provides assistance to participants and volunteers.
- Understands and meets needs of program participants.
- Exercises appropriate safety and personal expectations of patrons.

- Maintains order and safety by monitoring actions and behavior of patrons and participants and takes steps to prevent risks and intervenes if problems arise.
- Manages and chaperones activities and field trips.
- Administers first aid as needed.
- Manages program supplies.
- Sets up/breaks down activities and oversees clean up.
- Prepares standard correspondence for the department.
- Assists in performing office administration tasks as needed.
- Prepares narrative and statistical reports on recreation programs.
- Communicates respectfully with the general public and addresses inquiries, requests, complaints, and special problems regarding recreation programs and facilities through phone, email, social media and in-person.
- Promotes and maintains positive community relations.
- Effectively contributes to the accomplishment of Department goals, objectives, and activities.
- May assist in preparing the program budgets and recommends program expenditures.
- May assist in planning and implementing department's marketing strategies.
- Assists with advertising and marketing for department programs and events including press releases, social media platforms, flyers, and department newsletter.
- Driver's license in good standing required.
- Ability to lift objects over 50lbs.
- May assist other departments with various projects.
- Responsible for attending staff meetings.
- Ability to work evening, weekend, and holiday hours as required during certain times of the year.
  - Club Kidzone: After the Bell Recreation Program runs through the academic school year and requires oversight and coordination through 6pm.
- Performs other duties as assigned.

*The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.*

**MINIMUM QUALIFICATIONS:** (Knowledge, Skill & Ability):

This position requires the projection of a positive attitude, a pleasant demeanor, and a commitment to service to the public. The ability to establish, build and maintain professional relationships with other employees, civic groups and the general public. Experience and knowledge of principles of community recreation/ ability to instruct and/or supervise employees; administrative ability; ability to work independently; ability to organize and maintain records and create reports from such; ability to speak in public, knowledge of sports and recreational activities; ability to utilize computer software programs; ability to follow written and oral instructions; valid operators' license.

**EDUCATION & TRAINING:**

- One or more years of experience in municipal recreation or equivalent AND a Bachelor's Degree in Recreation or related field preferred OR any equivalent combination of education and experience which demonstrates the ability to perform responsibilities of this position may be considered in lieu of the stated education and experience requirements.
- Certified Parks and Recreation Professional Certification Preferred
- Valid driver's license and acceptable driving record.
- Certification in CPR and First Aid preferred.

**SUPERVISION EXERCISED:**

The Program Coordinator exercises supervision of contractual, seasonal, part-time, clerical staff, volunteers and others as assigned and as needed.

**SUPERVISION RECEIVED:**

The Recreation Director provides continuing or individual assignments by indicating generally what needs to be done, limitations, quantity and quality expected, deadlines and priority of assignments. The Recreation Director provides additional, specific instructions for new, difficult, or unusual assignments including suggested work methods or advice on source material available. The Program Coordinator uses initiative in carrying out recurring assignments independently without specific instruction, but refers deviations, problems, and unfamiliar situations not covered by instructions to the Recreation Director for decision or help.

**WORKING CONDITIONS/PHYSICAL DEMANDS:**

(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

The physical strength, stamina, and flexibility to access all Town owned, rented, or leased facilities. May instruct and demonstrate techniques usual to Recreational Programming. While performing the duties of the job, the employee is regularly required to use hands to finger, handle or feel, reach with hands and arms, and talk or hear. The employee frequently is required to walk and sit. The employee is required to stand; climb or balance; and stop, kneel, crouch, or crawl. The employee must occasionally lift and or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision preferred, peripheral vision, depth perception, and ability to adjust focus. The dexterity necessary to utilize a computer keyboard on a regular basis.

Work is performed in a variety of environmental conditions, including heat, damp, wet, slippery, muddy, noisy, etc., and employee may be exposed to herbicides and pesticides, as well as dirt and dust; exposure to minor injuries such as cuts and bruises, periods of sunlight, poisonous plants, and insects and bees.

Work is subject to exposure to extreme weather conditions. The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting of moderately heavy items.

**WORK ENVIRONMENT:**

The work involves moderate risks or discomforts that require special safety precautions (e.g., working around moving parts, carts or machines; with contagious diseases or irritant chemicals; etc.). Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves or shields.

\*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.

*Interested candidates will need to complete the online application found on the Town of Brooklyn website and send a cover letter and resume to Human Resources at [humanresources@brooklynct.org](mailto:humanresources@brooklynct.org)*