

TOWN OF PLAINVILLE

POSITION DESCRIPTION

DATE: January 2026

POSITION: **RECREATION COORDINATOR**

REPORTS TO: RECREATION DIRECTOR AND ASSISTANT RECREATION DIRECTOR

GOVERNING ORGANIZATION: Recreation Department

POSITION SUMMARY:

The Recreation Coordinator will assist in the coordination of a comprehensive public recreation program for the community including summer camps, special events, and other programs. The position will also include marketing and clerical support for the department.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides administrative assistance to Recreation Director and Assistant Recreation Director. Assists in planning and administering office workload. Prioritizes and schedules work. Plans and assists by frequent contact with instructors concerning programs.
- Ensures that all recreation programs and scheduled activities run accordingly and takes the appropriate steps necessary to see that they do so. Assist Recreation Director in preparing recreation programs and may assume the responsibility to prepare programs without guidance from the Recreation Director.
- Adjusts to frequently changing priorities and implements office procedures accordingly. Coordinates the office operations of the department. Assists with administrative tasks involving personnel, budgeting, and facilities.
- Schedules seasonal and part time employees.
- Assists in marketing and public relations including supplying information for the program brochures, flyers, press releases, posters and social media and e-mail systems.
- Reviews and evaluates the success of programs and makes recommendations for continuation or cancellation.
- Handles a wide range of interpersonal contacts including requests for information. Receives the public and answers questions regarding registration, inquires, concerns and complaints. Assists the public with the use of department equipment and facilities if necessary.
- Primary responsibility for processing department payroll. Maintains financial records, payroll, Treasurer's Receipts, bills, purchase orders, and registration records. Serves as cashier including receipting of various payments and posting monies to appropriate accounts.
- Assist in securing sponsorships for Recreation special events and programs including summer concert series, basketball, and more.
- Recommend short and long-term goals and objectives for program areas.
- Processes program and class registrations. Issues recreation permits and passes.
- Assists with indoor and outdoor program scheduling as well as room scheduling and set-up.

Recreation Coordinator (continued):

- Works independently and assumes responsibility for the office in the absence of the Recreation Director. Assumes the duties of the Recreation Director in his/her absence.
- Related duties as necessary.

DESIRED QUALIFICATIONS

Education and Experience:

- Graduation from a high school or GED equivalent. Bachelor's Degree preferred.
- Minimum of two (2) years of experience working for a public recreation department with progressively responsible preferred.
- Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- Ability to perform cashier duties accurately; ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations.
- Computer experience, knowledge of office equipment and general office procedures.
- Position must be extremely organized and possess the ability to organize and prioritize work.
- Knowledge of philosophy and objectives of municipal recreation administration.
- Knowledge of methods and techniques involved in researching, planning, organizing, implementing, programming, supervision and evaluating a variety of recreation/youth services programs and activities.

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.

- While performing the duties of this job, the employee is required to sit and talk or hear. The employee is constantly required to walk and stand; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- Often the duties of the job will require the employee to push/pull light objects up to, and including, 20 pounds.
- Specific vision abilities required by this job include close vision, and the ability to adjust focus.

MENTAL REQUIREMENTS

The mental 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 duties of the job require the employee to understand and relate to basic and specific instructions/ideas generally several at a time as well as the ability to utilize and apply knowledge of practices and principles of work. Depending upon the task, the employee will occasionally be required to use knowledge and reasoning to solve both routine and complex problems.
- The job constantly requires the employee to distinguish between public and confidential information and handle it appropriately.

Recreation Coordinator (continued):

- While performing the duties of the job, the employee will often be required to attend to the same task/function for prolonged periods, up to 3 hours at a time. Often the employee will be required to concentrate on routine issues as well as minimal, moderate, and complex detail with and without interruption.
- The employee must often remember tasks/assignments for full shift/work day and for a period of several days. The job also requires the employee to be able to plan and prioritize work of self and occasionally others.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties of the job will often expose the employee to a range of environmental influences depending upon the type of recreational activity and the time of year. This list of hazards includes exposure to dust, high and low temperatures, loud or unpleasant noises and seasonal fluctuations in outside weather.

When in the office, the noise level in the work environment is usually quiet.

The above job description is illustrative and not a complete itemization of all facets of the position.