



## **VACANCY ANNOUNCEMENT**

# **RECREATION PROGRAM SPECIALIST**

**Hours: 8:00a.m. - 4:00p.m. Monday-Friday, 35 hours per week**

**Pay: \$46,563.16 annually, +/- 5% based on experience and qualifications**

**Closing Date: May 1, 2026**

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### **TOWN OF ENFIELD JOB DESCRIPTION**

#### **RECREATION DIVISION RECREATION PROGRAM SPECIALIST**

**GENERAL STATEMENT OF DUTIES:** The Recreation Program Specialist is responsible for assisting in the implementation of year-round recreation programming. Including 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.

Recreation Program Specialist works closely with contractors, assists with program registration, purchasing of equipment and supplies and related paperwork, and coordinates with various community organizations on activities.

**SUPERVISION RECEIVED:** Works under the general supervision of the Recreation Manager or his/her designee.

**SUPERVISION EXERCISED:** Oversees contracted instructors as assigned.

#### **ESSENTIAL JOB FUNCTIONS:**

- Independently plans, organizes, schedules, implements, and evaluates year-round recreational contracted classes and special events.
- Assists Assistant Recreation Manager with in-house programming as needed.
- Sets up/breaks down activities and oversees clean up. Manages program supplies.
- Visits and reviews programs for established standards and outcomes.

- Coordinates and reserves indoor and outdoor facilities used for department programs, activities, and special events. Ensures required paperwork is completed.
- Manages and chaperones activities and field trips.
- Assists with advertising and marketing for department programs and events including press releases, Recreation homepage, social media platforms, flyers, and department newsletter.
- Maintains back-end use of the MyRec.com platform for participant registration and program marketing.
- Keeps program and participation records, and other associated records and documents to monitor program effectiveness. Prepares narrative and statistical reports on recreation programs.

**OTHER JOB FUNCTIONS:**

- Communicates effectively 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.
- Assists in performing office administration tasks as assigned.
- May assist in recruitment and hiring of program personnel.
- Ability to work evening, weekend, and holiday hours as required during certain times of the year.

**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 of this job.

While performing the duties of this job, the employee is frequently required to sit, stand, talk, hear and walk. The employee is frequently required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is frequently required to climb or balance, stoop, kneel, crouch, or crawl. Hand-eye coordination is necessary to operate computers and various office equipment.

The employee must occasionally lift and/or move up to 20 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.

**WORK ENVIRONMENT:** The work 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 individual with disabilities to perform the essential functions of the job.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals.

The noise level in the work environment is usually quiet while in the office or moderately loud when in the field.

**MINIMUM QUALIFICATIONS:**

**KNOWLEDGE, SKILL AND ABILITY:** Knowledge of the purpose and goals of public recreation, knowledge of recreation activity areas involving sports, games, outdoor recreation, and special

events; knowledge equipment and the handling and operation for the same; ability to instruct and lead groups; skill in communications and public relations; ability to establish and maintain effective working relationships with superiors, subordinates and the public.

**EXPERIENCE AND TRAINING:** Bachelor's degree in Recreation or a related field plus 1 year experience in municipal recreation or equivalent. Certification in CPR, First Aid and AED as well as Medication Administration or the ability to become certified within the first 12 months of employment. The ability to maintain certifications. Must possess a valid driver's license.

*This job description is not, nor is it intended to be a complete statement of all duties, functions and responsibilities that comprise this position. Adopted: August 21, 2023*

*\* Only those qualified applicants selected for testing/interviews will be contacted. \**

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**The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application process, please contact the Human Resources Department. EOE/AA/M/F**