

## TOWN OF WESTPORT

### Job Description

Job Title: Program Specialist  
Department: Parks and Recreation  
Reports To: Recreation Superintendent  
Supervises: Various program staff and instructors  
FLSA Status: Full/Exempt  
Union / Pay Grade: Non-Union  
Prepared By: Human Resources  
Prepared Date: June 2026

Approved By:

Approved Date:

Salary; \$75,000 - \$80,000

### POSITION OVERVIEW

This position works under general guidance of the Recreation Superintendent. The purpose of the position is to assist in all facets of developing and implementing community recreation programming; supervises, schedules, trains, and hires seasonal staff and oversees volunteers.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

*The essential functions or duties described below are the primary functions and duties of the position. There may be other types of work that may be performed, and the omission of a particular duty or function does not exclude that duty or function from the position provided the duty or function is similar in work, related to the work or logically assigned to the position.*

- Assists in all facets of developing and implementing community recreation programming for youth and adults, including sports leagues, swimming, ice skating, and other activities.
- Supervises schedules, trains, and hires seasonal staff and oversees volunteers; collects and submits payroll data via an electronic program.
- Part of the team that administers the Special Needs program for the department, responsible for specific programs as assigned.

- Supervises program activities to ensure a safe and pleasant environment for participants and staff.
- Addresses issues and complaints concerning programs and services.
- Assists with program registration procedures, including online registration and membership. Provides customer service assistance to the public in person, as well as by phone.
- Assists in the maintenance of the department's database, including updates, enhancements, bi-annual registration information, activities waitlists, and reports.
- Assists with the department's website and social media presence.
- Promoting the department's programs, events, and services using email, press releases, flyers, social media, and other means of communication.
- Run, Coordinate and attend Special Events or programs as required.
- Performs liaison duty and staff support to community volunteer groups, such as PAL/Westport Downtown Association and local PTAs. Participates in relevant community group meetings and serves on committees.
- Develop program sponsorships.
- Represents the Department on Youth Commission and other Town Committees or Commission as assigned.
- Works with Town departments and Town Organizations for location scheduling and ensuring that locations and facilities are set up for programs.
- Establish and maintain relationships with vendors, sponsors, and various organizations.
- Ensure that the employees within their scope of supervision perform their job functions in a safe and hazardous-free environment. Reports incidents or accidents to their supervisor.
- Assist in the development and implementation of training programs for part-time and seasonal staff.
- Assist the Recreation Superintendent and Director of Parks and Recreation as required.
- Evaluate current programming and implement new programming.
- May be required to work in the evening and weekends, as needed.

#### **ADDITIONAL DUTIES AND RESPONSIBILITIES**

- Other administrative and parks and recreation department service tasks may be assigned as appropriate. Continue training and professional development, keeping current trends. Assists other department and town staff as needed to promote a team effort to serve the public.

#### **QUALIFICATIONS**

The skills and knowledge required for this position would generally be acquired with a bachelor's degree in recreation and three (3) years of experience in recreational programming or any equivalent combination of education, training, or experience.

### **Knowledge/Skills/Abilities**

- Thorough knowledge of recreation programming and administration.
- Ability to develop, implement, and evaluate recreational and athletic programs.
- Program management and event planning skills.
- Ability to deal effectively, establish and maintain working relationships with public individuals and civic groups, volunteers, instructional staff, Town employees, other departments, Town officials, non-profit agencies, advocacy groups, and vendors.
- Considerable knowledge of the equipment, facilities, operation, and techniques used in a comprehensive community recreational program.
- Knowledge of computer applications, social media, and website administration.
- Ability to recruit, lead, supervise, evaluate & discipline seasonal staff and volunteers.
- Ability to develop and administer policies and procedures including routine decision making and the completion of forms and reports.
- Ability to understand regulations, policies, and procedures and explain them and enforce them.
- Ability to multitask and perform multiple roles.
- Ability to work independently and as a member of a team.
- Ability to recognize and identify problems and provide solutions and follow through on issues and complaints.
- Ability to create public relations and marketing materials and promote department programs.
- Ability to establish and maintain effective and courteous customer-oriented working relationships.
- Ability to maintain a calm manner in stressful and/or emergency situations.
- Strong verbal and written communication skills and aptitude to prepare reports in an oral or written format.
- Skill in using standard office equipment and computer systems.
- High level of attention to details and logistics required.

### **LICENSES & CERTIFICATIONS**

Must have and maintain: Valid Driver's license. Obtain and maintain CPR/AED certification; First Aid Certification and Pool Operator & Lifeguard certification.

### **WORK ENVIRONMENT**

Administrative work is performed in a moderately noisy office with regular interruptions during the day from citizens, other Town departments, employees, public officials, agencies, civic groups, vendors, and other contacts via phone, fax, email, or in person.

Frequent contact with the general public. Requires the operation of telephones, computers, copiers, scanners, calculators, facsimile machines, standard office equipment, and recreational equipment.

Errors in judgment or omission could result in delays or loss of service, monetary loss and/or rework, damage to buildings or equipment, and legal ramifications and/or potential liability.

### PHYSICAL REQUIREMENTS

| Work Environment                      | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
|---------------------------------------|------|-----------|------------|----------|
| Outdoor Weather Conditions            |      |           | X          |          |
| Work in high, precarious places       | X    |           |            |          |
| Work with toxic or caustic chemicals  | X    |           |            |          |
| Work with fumes or airborne particles | X    |           |            |          |
| Non weather related- extreme heat/col |      | X         |            |          |
| Work near moving mechanical parts     | X    |           |            |          |
| Risk of electrical shock              | X    |           |            |          |
| Vibration                             | X    |           |            |          |
| Driving                               |      | X         |            |          |

### Physical Activity

|   | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
|---|------|-----------|------------|----------|
| Standing                                |      |           | X          |          |
| Walking                                 |      |           | X          |          |
| Sitting                                 |      |           | X          |          |
| Talking & Hearing                       |      |           |            | X        |
| Using hands/ fingers to handle/feel     |      |           | X          |          |
| Climbing or balancing                   | X    |           |            |          |
| Stooping, kneeling, crouching, crawling |      | X         |            |          |
| Reaching with hands and arms            |      |           | X          |          |
| Smelling                                | X    |           |            |          |

|                           |  |   |  |  |
|---------------------------|--|---|--|--|
| Bending, pulling, pushing |  | X |  |  |
|---------------------------|--|---|--|--|

### Lifting Requirements

|                  | None | Under 1/3 | 1/3- 2/3 | Over 2/3 |
|------------------|------|-----------|----------|----------|
| Up to 10 pounds  |      |           | X        |          |
| Up to 25 pounds  |      | X         |          |          |
| Up to 50 pounds  |      | X         |          |          |
| Up to 75 pounds  | X    |           |          |          |
| Up to 100 pounds | X    |           |          |          |
| Over 100 pounds  | X    |           |          |          |

### Noise Levels

|  | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
|--|------|-----------|------------|----------|
| Very Quiet (forest, isolation, booth)    | X    |           |            |          |
| Quiet (library, private office)          |      | X         |            |          |
| Moderate noise (computer, traffic light) |      |           |            | X        |
| Loud Noise (heavy equipment/ traffic)    |      | X         |            |          |
| Very Loud (jack hammer work)             | X    |           |            |          |

### Vision Requirements

Close vision (i.e. clear vision at 20 inches or less)

Distance vision (i.e. clear vision at 20 feet or more)

Color vision (i.e. ability to identify and distinguish colors)

Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)

Depth perception (i.e. three-dimensional vision, ability to judge distances and

spatial relationships)

\_\_\_ No special vision requirements