



Town of Greenwich Recreation Programs and Operations Coordinator

SALARY	\$75,008.00 - \$96,785.00 Annually	LOCATION	Cohen Eastern Greenwich Civic Center, CT
JOB TYPE	Full Time	JOB NUMBER	26-27-00012
DEPARTMENT	PARKS AND RECREATION DEPARTMENT	OPENING DATE	07/08/2026
CLOSING DATE	7/22/2026 4:00 PM Eastern		

General Statement of Duties

Coordinates and oversees the programs and operations of the Cohen Eastern Greenwich Civic Center facility.

This full-time position is scheduled to work on four consecutive weekdays from 1 pm - 9 pm, plus one weekend shift per week, with 2 consecutive days off.

Qualifications

Education and Experience:

Bachelor's degree from an accredited college or university in recreation, public administration or a related field, plus three (3) years of related recreation operations experience, and two (2) years of supervisory experience.

CPR certification, First Aid certification, and AED certification must be obtained within six (6) months from date of appointment and maintained for duration of employment.

Qualifications:

Demonstrated knowledge of the core values and objectives of recreational programming, such as encouraging health and wellbeing, developing social skills, promoting conservation, and cultivating community relations.

Demonstrated knowledge of facility management best practices, including maintenance of building systems and property.

Proven ability to organize and coordinate large-scale community events.

Demonstrated ability to communicate effectively orally and in writing.

Proven ability in the use of a personal computer, word processing and related Microsoft Office applications.

Demonstrated ability to supervise.

Proven ability to establish and maintain cooperative relationships with staff, vendors, stakeholders in other Town departments, and the public.

Examination: 100% Training & Experience Assessment

The examination to determine a candidate's eligibility for the position will be a Training and Experience Assessment. This type of examination requires that you completely fill out the application, adding pages for additional relevant information where needed, and attaching any documentation of certificates, degrees, other significant documents, etc. A candidate's eligibility to be interviewed will be based solely on material submitted at the time of application. Once the Eligibility List is prepared no further information may be submitted and no adjustments will be made.

Job Description

Department: Parks & Recreation
Division: Recreation
Bargaining Status: LIUNA
Salary Range: L-F
FLSA Status: Exempt
Reports to: Recreation Supervisor

Duties and Responsibilities:

Assists in all facets of developing and implementing inclusive community recreation programming for youth and adults.

Schedules the Cohen Eastern Greenwich Civic Center with appropriate recreation activities and special events.

Processes facility rental agreements, and coordinates facility rental setup with Parks & Recreation staff and other Town departments as needed.

Assists with activity registration and facility reservation procedures, ensuring entities obtain the necessary permits and complete the inspections required for events by other Town departments.

Supervises seasonal and part-time staff.

Provides up to date facility information for Town's website and social media.

Promotes the facility's programs, events, and services using email, press releases, flyers, social media, and other means of communication.

Serves as liaison with community groups and coordinate volunteers as needed.

Conducts facility inspections to ensure the facility is properly maintained and coordinates the timely resolution of any maintenance issues.

Keeps current with trends and best practices for recreational programming.

Supports Town policies and philosophies.

Performs other related duties as assigned.

Supplemental Information

All positions may be subject to an interview process. The Town reserves the right to limit the number of qualified candidates who will be invited to participate in the examination, or any part thereof.

All outside candidates will be required to undertake and successfully pass a pre-employment medical examination, which includes a substance abuse test that includes testing for THC (the psychoactive ingredient in marijuana), given at the Town's expense prior to employment if conditionally offered a part time, full time or safety sensitive position.

The Town of Greenwich has implemented a policy of background investigations for all full and part time positions prior to hiring as part of the reference checking procedures for outside candidates. The investigation will only be conducted as the last step prior to an offer. Refusal to sign the release form will terminate the candidate's further consideration.

Employer

Town of Greenwich

Address

101 Field Point Road

Greenwich, Connecticut, 06830

Phone

203-861-3188

Website

www.greenwichct.gov

Recreation Programs and Operations Coordinator Supplemental Questionnaire

*QUESTION 1

Please identify your highest level of education:

- ☐ High School
- ☐ Some College
- ☐ Associate's Degree
- ☐ Bachelor's Degree or higher
- ☐ None of the above

*QUESTION 2

What is the focus of your degree?

*QUESTION 3

How many years of related recreation operations experience do you possess?

- ☐ Less than 3 years
- ☐ 3 to 4 years
- ☐ 4 to 5 years
- ☐ More than 5 years

***QUESTION 4**

Please list the dates and name the organizations where you gained the experience in the question listed above. To determine whether or not you are qualified, the experience you list must also be listed in the work experience section of the application.

***QUESTION 5**

This scheduled hours for this position are 1 pm - 9m on four consecutive weekdays and one weekend shift per week, with 2 consecutive days off. Are you able to work this schedule?

- ☐ Yes, I can work this schedule
- ☐ No, I am not available to work this schedule

***QUESTION 6**

Do you possess at least 2 years of supervisory experience?

- ☐ Yes
- ☐ No

QUESTION 7

If you answered yes to the question above, please summarize your supervisory experience (how many employees supervised and what were their job titles?)

*** Required Question**