

TOWN OF WINDHAM

Position Title: Recreation Coordinator
Department: Parks and Recreation
Reports to: Parks and Recreation Director
Classification: Non-Exempt 8

Date: _____

Incumbent: _____

Supervisor: _____

Town Manager: 

General Summary:

This is a highly responsible position assisting the Parks and Recreation Director in the overall development, planning, organization, and implementation of recreation and enrichments programs for both youth and adults. Responsibilities include dealing effectively with the public concerning department activities, and performing specific delegated tasks, all under the general guidance and direct supervision of the Parks and Recreation Director. Performance is evaluated based on daily observation and results.

Essential Functions:

- Plans, coordinates, promotes, and evaluates a variety of recreational programs, including instructional classes, exercise programs, and special events. Creates contracts and schedules; assists with budget preparation and monitoring; and submits activity outlines to Director for approval. Plans, coordinates and oversees day camp, afterschool enrichment and adult programming under direction of the Director.
- Directly oversees the activities of Camp Directors, Instructors, Volunteers and Camp Staff. Responsibilities include assisting with the training and scheduling of employees; provides input to the director regarding program staff performance.
- Interacts with customers and staff; answers general inquiries regarding program content, instructor qualifications, registration questions and concerns; refers complaints and/or staff concerns to the Director for resolution.
- Develops new and innovative programs and strives to continually improve current programs.
- Assists in the training of staff for all programs and activities. Provides oversight and ensures quality work productivity and services are provided. Presides over programs as needed.
- Assists with coordination and scheduling use of municipal facilities and transportation. Ensures facilities are properly equipped and prepared for user groups. Oversees the issuance, use, care and maintenance of recreational supplies and equipment.
- Assists with the creation and distribution of department and program-related brochures, and posting promotional news releases with the Director's approval.
- Attends staff meetings and staff development training sessions, as directed.

Other Duties and Responsibilities:

- Performs other work as may be required in support of the Parks and Recreation Department.

Competencies:

- Knowledge of the principles and practices of municipal recreation programs and the ability to make practical application of them.

- Ability to organize and manage people of all ages.
- Strong decision-making abilities, the ability to communicate verbally and in writing to various and diverse groups and individuals, including children.
- Computer literacy and experience with Microsoft Office programs, databases, the Internet and specialized recreational software programs.

Required Education/Experience:

- Associates degree in Recreation and/or Leisure Service Management or related field;
- Two or more years of progressively responsible experience in recreation programming; or
- Any equivalent combination of education and experience which demonstrates possession of the necessary knowledge, skills and abilities.

Additional Eligibility Qualifications:

- Valid State of Maine Driver's License with clean driving record.
- CPR/First Aid Instructor certification or ability to obtain certification upon hire.

Working Conditions/Physical Demands:

Moderate to strenuous physical effort required; frequently required to stand, sit, bend, and squat for extended periods; expected to lift, carry and manage equipment and supplies up to 25 pounds. Work performed both in a normal office setting and outdoors; operates various automotive equipment, including truck, van, and bus, and travels to various locations and uses computers, keyboards, and other office equipment requiring eye-hand coordination and finger dexterity. Interaction with others via face-to-face communication, telephone, email, and written correspondence; flexibility of motion – up and down a lot assisting staff and citizens Balancing, crouching, grasping, pulling, reaching and stooping may also be required.

The above statements are intended to describe the general nature and the 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.

EEO Statement:

The Town of Windham provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the Town complies with applicable state and local laws governing non-discrimination in employment in every location in which the Town has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training.