

## TOWN OF CANTON

**TITLE:** Recreation Coordinator  
**DEPARTMENT:** Parks and Recreation

**CLASS:** Full-Time  
**DATE:** May 2, 2016

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### **DESCRIPTION**

The Recreation Coordinator will assist the Recreation Supervisor in the coordination of a comprehensive public recreation program for the community including after school programming, summer/vacation camps and special events. The position will also include programming, marketing and support for both Parks and Recreation and the Youth Services Bureau. The position will be supervised by the Director of Parks and Recreation.

Administrative and technical in nature, the Recreation Coordinator works independently and establishes priorities of tasks under the management of the Recreation Supervisor and the Director of Parks and Recreation.

### **EXAMPLES OF ESSENTIAL JOB DUTIES**

The following statements describe the principle functions of this job and its scope or responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas of the Community Center or Parks and Recreation facilities.

- Plans, organizes and manages all aspects of a new after school program at the Community Center, school vacation camps and summer camps including Day Camp, Pre-School Camp, Teen Adventure Camps and Counselors in Training program.
- Provides on-site supervision to after school program, special programs/events at the Cave, summer camp and other programs/events as assigned.
- Serves as liaison to the Youth Services Bureau by attending regular YSB meetings and keeping regular contact with YSB members. Provides support to YSB as needed and as time allows.
- Oversee community center room reservations for town and outside agencies along with proper fee collection and insurance record keeping.
- Administrative office duties including reports, registrations in person and over the phone.
- Supervises, trains, evaluates and schedules seasonal and part time employees.
- Assists with preparation of payroll for seasonal/part time employees.
- Orders program supplies and equipment for program areas as assigned.
- 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.
- Secures sponsorships for Parks and Recreation special events and programs including summer concert series, basketball and CAST program.

- Prepares statistical and narrative reports to the Director.
- Develop and implement short and long-term goals and objectives for program areas.
- Monitors and evaluates recreational and youth service programming and work-related conditions to determine compliance with prescribed operating, safety regulations and Department guidelines.
- Resolves procedural, operational and other work related problems by communicating with and responding appropriately to a demanding and diverse public in answering questions, explaining Department policies and handling complaints.
- Conducts research and analyzes information and data to evaluate programs and provide recommendations to Director.
- Attend events and programs as needed to enforce Department rules and policies.
- May perform additional job functions, tasks and duties as necessary and/ or requested.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactory. The requirements are representative of the required knowledge, skills, and abilities.

- Commitment to excellence in customer service.
- 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.
- Knowledge of policies and procedures relating to budgeting, staffing and directing recreational/youth services activities.
- Knowledge of procedures, methods and techniques used to determine and evaluate the recreation needs and interests of the community and of community recreation programs and organizations.
- Knowledge of facility and program development and safety practices relating to recreation programs and activities.
- Ability to listen well, communicate effectively and establish effective working relationships with civic groups, employees and officials, program participants and the general public having a variety of educational backgrounds and values.
- Ability to initiate, organize and follow through on comprehensive programs and projects.
- Ability to communicate effectively, both orally and in writing.
- Ability to act calmly and effectively in emergency situations.
- Ability to prepare administrative reports in a clear, logical manner.
- Ability to collaborate with other public agencies on programs at a local, regional, state and national level.
- Ability to interpret and apply regulations, policies and procedures.
- Proficient with word processing, presentation, spreadsheet and e-mail software.

- Knowledge and ability to analyze problems and develop and implement programs and activities to address these problems.
- Knowledge of recruitment, selection, training and supervision of personnel and contractual services.
- Ability to perform basic mathematical computations.
- Knowledge of Federal, State and local laws, ordinances and policies relating to various municipal government programs and operations.

### **REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS**

The work environment characteristics described here are representative of those that employees encounter while performing essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee will be required to use his/her own transportation.

- Occasionally required to stand, climb or balance, stoop, kneel, crouch or crawl.
- Must regularly lift and/ or move up to 10 pounds and occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
- Required to visit off-site locations on a regular basis.
- May require additional hours beyond regularly scheduled work day (evenings and weekends).
- Works in office setting subject to continuous interruptions and background noises.
- Work may include extended periods of time viewing a computer video monitor and/ or operating a keyboard.
- Communicate effectively with individuals in person and over the telephone.
- Ability to work under stress from contact with public, demanding deadlines and changing priorities and conditions.
- Ability to file letters, correspondence, reports, etc. in file cabinet drawers ranging from 1' to 7' from the floor.
- Ability to move throughout the Town, Town Hall and other Town buildings and sites.
- Frequently exposed to outside weather conditions.

### **MINIMUM QUALIFICATIONS REQUIRED**

A bachelor's degree from an accredited institution in Recreation, Parks and Recreation Administration, or a closely related field is preferred although a candidate currently enrolled seeking a such a degree would be considered. Related experience conducting organized recreational/youth service activities and varied administrative responsibilities is a plus.

### **LICENSE OR CERTIFICATE:**

Must possess a valid Connecticut Motor Vehicle Operator's license and vehicle for performance of job functions.

Note: The above description is illustrative only. It is not meant to be all-inclusive.

I understand that nothing in this position description restricts the Town's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the Town Administration's assignment of essential functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and I fully understand the nature and purpose of this position description and its related duties.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date