

PROGRAM COORDINATOR (PARKS & RECREATION)

Position Purpose:

The purpose of this position is to perform supervisory and administrative duties for a variety of continuing recreational programs and activities for the Town of Sudbury. Incumbent plans, organizes, coordinates and administers seasonal recreation programs (including many vendors) and activities for adults, youth and children; performs all other related work as required.

Supervision:

Supervision Scope: Performs a variety of supervisory and administrative duties, which require the independent exercise of judgment and initiative.

Supervision Received: Works under the general supervision of the Assistant Recreation Director. Incumbent coordinates daily and weekly meetings with Supervisor to discuss program agendas and decision outcomes.

Supervision Given: Supervises and manages various part-time seasonal employees; approximately 30 primarily during the summer months. Supervises approximately 5-10 part-time year-round employees.

Job Environment:

Work is generally performed under typical office conditions as well as at remote sites (recreation buildings, fields, schools, parks). Noise is moderate in level.

Regularly operates telephone, automobile, computer, printer, and standard office machines as needed.

Interacts daily with general public, employees, other departmental employees, other town departments and vendors, local town officials. Communication is generally in person, by telephone, in writing and by e-mail.

Has access to confidential information such as personnel records and medical forms for seasonal activities that requires the application of appropriate judgment, discretion and professional protocols.

Errors could result in confusion, delays or loss of service, adverse public relations; errors could result in legal ramifications.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Responsible for the supervision, development, scheduling, and implementation of activities, classes and recreation programs for adults, youth and children. Supervises and directs staff

in the development and implementation of these programs; makes recommendations and provides work schedules.

Assists in the preparation of a variety of brochures, calendars, letters, posters, news releases, flyers, and related communications used to promote town activities and events.

Schedules programming with vendors; manages vendor contracts; serves as a liaison between vendors and participants; communicates regularly with vendors.

Provides customer service to the general public, answering questions. Notifies all participants of the status of the program they have registered.

Serves as liaison between instructors and staff by providing all relevant information regarding programs and participants to the instructors.

Publicizes recreational programs through press releases to the local newspaper, distributing fliers at the local schools, and updating and maintaining all of the information that is displayed on the website.

Prepares and sets-up rooms and other areas where programs are held.

Organizes the annual summer concert series which includes selecting the performers and coordinating sponsorships with local businesses to help cover expenses. Also organizes the annual Family Fun Night.

Coordinates department programs, events, and activities with other departments, public schools, outside agencies, or others as needed; coordinates joint programs with the public schools.

Assists with the scheduling of all recreational facilities.

Processes registration forms and medical information for recreational programs.

Orders and purchases supplies for recreational programs such as sports equipment, arts and crafts supplies, t-shirts, etc. Monitors inventory of department equipment, materials, and supplies; ensures availability of adequate materials to conduct program activities; initiates orders for new/replacement materials.

Responds to media requests for information and interviews regarding department programs and activities

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; participates in continuing education; attends conferences, workshops, and training sessions as appropriate.

Performs similar or related work as required.

Recommended Minimum Qualifications:

Education, Training and Experience:

Bachelor's degree in Recreation, Physical Education, Health/Business Administration or a closely related educational field; three years experience in related field

Special Requirements:

Possession of a valid motor vehicle operator's license

CPR and first aid certification

Certification as a Parks and Recreation Professional (CPRP) preferred

Lifeguard certification desirable

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of office equipment and computer applications. Knowledge of the theory and philosophy of recreation, and the ability to interpret this philosophy to others.

Ability: Ability to understand the recreational problems of a community in order to formulate and administer specific and specialized recreation programs. Ability to motivate and continue to inspire the best efforts of others. Ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages. Ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control, and planning of an entire program or set of programs.

Skill: Professional administrative skills including strong interpersonal communication skills, writing skills, as well as solid computer skills. Advanced skill in publishing, word processing, and spreadsheet computer software applications. Strong supervisory skills in a recreational environment. Excellent organizational skills. Excellent customer service skills.

Physical Requirements:

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.

Light physical effort is generally required which involves occasional lifting/moving/pushing up to 30 pounds; may occasionally lift/move/push up to 60 pounds. Frequently required to spend several hours standing, walking, and reaching with arms. Must have the ability to judge distances and spatial relationships. Regularly stands, walks, sits, talks, and hears. Position requires the ability to operate a keyboard. Regular travel to various town recreation department sites.

(This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.)