

TOWN OF GREENFIELD RECREATION COORDINATOR

DEFINITION:

The Recreation Coordinator is responsible for:

- The coordination and direction of a diverse program of recreational activities for all ages
- The coordination and evaluation of recreational staff & volunteers
- Working with citizen advisory boards, civic groups and town departments

REQUIREMENTS:

- Part-time salary position, approximately 5-10 hours, which includes a minimum of 1 office hour per week
- At least two years' experience in recreation, including supervisory, administrative, and youth programming experience
- Proof of CPR Certification and training in basic first aid within 90 days of hire
- Possession of a valid New Hampshire driver's license

SUPERVISION:

Directly reports to the Board of Selectmen

EXPECTATIONS:

The Recreation Coordinator is expected to:

- Plan, organize and coordinate volunteers, civic groups, and hired staff to administer a comprehensive program of municipal recreational activities
- Coordinate the use and scheduling of community recreational facilities with the Town Office staff
- Work closely with citizen advisory boards such as the Oak Park Committee and other civic groups in order to coordinate activities
- Act as a liaison to ensure that recreational facilities are conducive to recreational operations; report maintenance needs to the DPW Director
- Supervise, evaluate and provide technical assistance to recreational staff and volunteers
- Maintain lines of communication with the Oak Park Committee, Town Office, and the Board of Selectmen
- Oversees the waterfronts and organizes fun activities for children while at the waterfront.
- Models appropriate social behavior; uses appropriate and positive language to communicate with children.

EXAMPLES OF DUTIES:

- Coordinate and stimulate civic groups and volunteers
- Evaluate programs in terms of participants and parent satisfaction, facilities, budget, staff needs, and effectiveness
- Oversee inventory of town's recreational supplies and equipment
- Coordinate public relations through timely press releases, newsletters to the public and flyers
- Oversee and implement the summer swimming program
- Coordinate volunteers to develop and implement concession stand operations
- See that rules and regulations are enforced, and establish signage for the waterfronts and other recreational sites
- Perform other related duties as required