

**Town of East Lyme
Job Description**

Date: June 6, 2024

Position: Recreation Program Coordinator

Department: Parks and Recreation/Youth Services

FLSA: Non-Exempt

Reports To: Recreation Supervisor

Supervises: Program Instructors, seasonal and part-time program employees, volunteers, and others as assigned.

POSITION SUMMARY:

Develops, coordinates, and supervises community recreational, social and cultural programs for all ages; assists departmental staff in the planning, organizing, conducting and supervising of department's community and special events; coordinates scheduled use of Community Center spaces.

ESSENTIAL FUNCTIONS:

- Implements and provides comprehensive year - round and seasonal programs for participants of all ages, abilities, and interests.
- Oversees operation of the Department's Summer Camp Program.
- Engages with the community to gauge interest in new programs with attention to underserved demographics.
- Schedules Community Center use in collaboration with other departments.
- Prepares public relations information.
- Shares responsibility for social media, public relations and marketing related to the department.
- Actively recruits, hires, trains and manages program instructors and seasonal program staff.
- Make budget recommendations to the Director on the Special Revenue Fund Program Account.
- Reviews and evaluates recreational programs and facilities.
- Manages budgeted accounts for assigned programs.
- Monitors programs to ensure proper operation, safety and supervision.
- Provides evening and weekend supervision as needed.

*******The duties listed above are intended only as illustrative 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*******

QUALIFICATIONS PROFILE:

The skills and knowledge required would generally be acquired with a bachelor's degree in Recreation, Physical Education, or in some closely related field; and one (1) year of recreation program management is preferred. Knowledge and skill including planning, organizing, budgeting and program evaluation. Ability to assess community recreation needs and to initiate, organize and follow through on recreation programs and projects. Ability to deal effectively with employees, different age groups and the media. Ability to supervise, train and evaluate employees. Ability to present ideas and programs to individuals or groups.

CERTIFICATIONS:

Encouraged: Certified Parks and Recreation Professional (CPRP)
Encouraged: First Aid, CRP and AED

PHYSICAL AND MENTAL REQUIREMENTS/WORK ENVIRONMENT:

This is a full-time, benefited position which works 37.5 hours per week (M-TH 8:00AM-5:00PM, Friday 8:00AM - 11:30AM with schedule modifications on nights, weekends and holidays to accommodate the needs of programs and events).

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.

- Mobility to get from one location in the office or workplace to other locations in and outside from the primary office or workplace
- Ability to sit for long periods of time
- Ability to reach and bend, and push/pull or lift objects of more than fifty pounds
- Ability to distinguish between public and confidential information and handle appropriately
- Works in typical office setting subject to interruption, heavy traffic flow and heavy work volume expectations. May be exposed to dust and electro-magnetic radiation from computer monitors

PAY AND BENEFITS:

- Annual salary starting at \$58,056 per the United Public Service Employees Union (UPSEU) Collective Bargaining Agreement based on experience and knowledge.

A copy of the UPSEU contract can be found on the Human Resources page of the Town of East Lyme website.

*******This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as requirements of the job change. The order in which Essential Functions and Qualifications Profile are meant only for reference and do not necessarily represent any order of magnitude.*******

To apply, visit [Human Resources - Town of East Lyme \(eltownhall.com\)](http://eltownhall.com), or submit an [Application](#) along with resume and cover letter to hrmanager@eltownhall.com.

As an equal opportunity employer, the Town of East Lyme does not discriminate on the basis of race, color, religious creed, age, marital status, national origin, ancestry, sex, sexual orientation, genetic information, gender identity or expression, disability (including pregnancy), status as a Veteran, or any classification protected by state or federal law.