

Town of Johnson Recreation Coordinator

The Town of Johnson is currently seeking a qualified candidate for a part-time Recreation Coordinator to work with volunteer Recreation and SkatePark & Bike Track Committees. The duties of the position include:

- Help Committees organize Recreation and SkatePark programs and activities.
- Coordinate individual tasks and program planning with the Recreation Committees and SkatePark Committee. Some regular tasks include:
 - Attend Recreation, SkatePark, and other municipal committee meetings as needed.
 - Coordinate the scheduling of activities at municipal parks.
 - Manage registration for Recreation Activities.
 - Oversee the development and maintenance of municipal parks.
- Work with the Recreation Committee and SkatePark Committee to develop and administer the operating budget and capital projects budget.
- Coordinate and organize community and volunteer efforts.
- Develop and maintain contacts with recreation providers, users, and supporters.
- Seek and manage grants that support, enhance, and develop community goals.
- Provide regular status reports to supervisor (Town Administrator).
- And other duties as assigned by the Selectboard.

Successful candidates will demonstrate strong independent motivation, and an eagerness to develop their professional skills. The Town of Johnson offers a competitive wage and benefits package.

Candidates must be eligible to work in the U.S. and be at least 18 years of age. Candidates must have a bachelor's degree in recreation or other appropriate discipline, or experience with comparable knowledge and skills. Candidates must have basic technical knowledge of recreational programs, with some with municipal/school recreation program administration, and be familiar with related technology.

The Town of Johnson is an equal opportunity employer and prohibits discrimination or harassment of any kind. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

Interested candidates should seek more information from and/or send cover letter and resumes to:

Town of Johnson

ATTN: Brian Story, Town Administrator

293 Lower Main West

Johnson, VT 05656

Or by email to: tojadministrator@townofjohnson.com