

TOWN OF JOHNSON RECREATION COORDINATOR
Job Description

Position Title: RECREATION COORDINATOR

Employment category: Part time, FLSA exempt, Town Employee

Reports to: Selectboard and under supervision of Municipal Administrator

GENERAL SUMMARY:

Coordinate municipal recreation programs and the development of municipal recreation facilities in accordance with the Recreation Facilities Plan, and/or identified annual priorities of Recreation Committee, as approved by Selectboard.

ESSENTIAL TASKS, DUTIES AND RESPONSIBILITIES:

- Organize recreation and SkatePark programs and activities (Promotion of programs; Holding of registrations; Purchase and distribution of uniforms; Collection of fees and dues; Recruitment of coaches; Creation of participation awards for programs). Coordinate individual tasks and program planning with the Recreation Committees and SkatePark Committee.
- Work with the Recreation Committee and SkatePark Committee to develop and administer the operating budget and capital projects budget as approved by the Selectboard. Liaison with the Selectboard for the submission of budgets for inclusion in the Selectboard's annual budget.
- Coordinate the scheduling of activities at municipal recreation parks and SkatePark, and the Johnson Elementary School facility. The municipal recreation parks include Old Mill Park, Legion Field, Nelson Duba Field.
- Oversee the development and maintenance of municipal parks. Where appropriate, coordinate park maintenance with municipal employees (Public Works Superintendent and Road Foreman).
- Create and administer recordkeeping systems. The recordkeeping systems will include a filing system for the inventory of equipment, a list of contacts for all programs, and registration database.
- Attend Recreation and SkatePark Committee meetings as requested.
- Develop and maintain contacts with recreation providers, users, and supporters (e.g. Vermont Parks and Recreation Association, River Arts, Laraway Youth and Family Services, and Vermont League of Cities and Towns).
- Provide status report to supervisor as requested.

SKILLS/EXPERIENCE/TRAINING REQUIRED:

- Bachelor's degree in recreation or other appropriate discipline, or experience with comparable knowledge and skills.
- Basic technical knowledge of recreational programs, with some familiarity with municipal/school recreation program administration.
- Good planning, organizational and project management skills. Good math skills and ability to work within a budget.
- Grant writing and administration skills desired.
- Some field maintenance experience desired.
- Basic computer skills for word processing and preparation of spreadsheets.
- Ability to communicate effectively on behalf of the Recreation Committee to a variety of community constituents. Basic public relations skills, ability to work cooperatively with volunteer committees, elected officials and other Town personnel a must.

SUPERVISION RECEIVED:

The Recreation Coordinator will operate under general supervision of the Municipal Administrator and with guidance from the Recreation Committee. The Recreation Committee and SkatePark Committee will identify the Coordinator's annual priorities and make recommendations for approval to the Selectboard. The Selectboard will approve the priorities prior to their implementation. Periodically, the Recreation Coordinator will submit progress reports to their supervisor.

TERMS OF EMPLOYMENT:

Hired by the Selectboard after interviews and reference checks. Must pass background check. Terms of employment, compensation, and benefits set by the Boards and governed by Personnel Policy. Six month probationary period is a condition of employment. This is a first-time position and will be re-evaluated at the end of one year to determine if the position should be continued. Continuation will also be based on availability of funding.

EVALUATIONS:

Annual evaluations detailing the employee performance will be performed. The employee will be afforded an opportunity to respond to the evaluation. A six-month review will be prepared and continued employment will be based on a satisfactory review.

COMPENSATION AND BENEFITS:

Salary and benefit package to be negotiated with the Selectboard (subject to Personnel Policy) annually and based on satisfactory job performance and Town budget.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

May require performance of light manual labor. May require work in an outdoor environment, must be able to lift 50lbs.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

External and internal application, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.
