



# TOWN OF BARRINGTON

## NEW HAMPSHIRE

Recreation Department

### Program Coordinator Job Description

#### **Job Summary**

Under the supervision of the Recreation Director, plans, develops, organizes, and coordinates a comprehensive list of community recreation program for all ages. Including but not limited to outdoor education programs, physical activities, athletics, camps, special interest classes and intergenerational programs.

#### **Supervision Received**

Recreation Director

#### **Supervision Exercised**

Part-Time & Seasonal Staff

#### **Examples of Duties and Responsibilities**

- Evaluate the recreational needs of the community and coordinate recreational staff in the development and implementation of community recreation programs, including preparing program budgets.
- Organize and plan recreational activities such as youth sports programs, sport camps, adult/senior programming & intergenerational programming.
- Officiates and coaches' sports and games; directs tournaments; communicates with coaches, officials, volunteers, participants, and parents.
- Perform and/or oversee set up and breakdown of equipment for programs; organize volunteers to assist with programs.
- Creates program records, such as contracts, schedules, and budgets to ensure they are accurate, up-to-date, and properly filed.
- Responsible for inventorying and ordering supplies for assigned programs while following approved program budget.
- Assist in the development and implementation of a wide variety of community special events and special programs.
- Maintains program and participation records, and other associated records and documents to monitor program effectiveness.
- Prepare or coordinate publicity including news releases, flyers, pamphlets, and brochures.
- Assists in preparing the annual department budget and recommends program expenditures.
- Ability to communicate effectively, orally and in writing.
- In conjunction with the Assistant Recreation Director, supervise, train, and evaluate part-time and seasonal recreation staff, special interest instructors and volunteers.
- Ability to interact with parents, participants, volunteers, and others involved with the Recreation Department using tact, understanding and patience.
- Ability to establish and maintain effective working relationships with co-workers, public groups, agencies, school officials, the media and town officials.



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- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices, and new development in assigned work areas.
- Assist at the Before/After school programs, summer camp, kids' day off and vacation camps.
- Assist in the planning and implementing of a variety of community events throughout the year.
- Perform duties of Program Supervisor in the event of an absence.
- Perform duties of Assistant Recreation Director in the event of an absence.

The Job Description lists typical examples of work and is not intended to include every job duty or task and responsibility specific to a position. An employee may be required to perform other duties not listed provided such duties are characteristic of the position.

### **Knowledge, Skills, and Abilities**

- Degree from a four-year college or university with a degree in leisure Services, Recreation Administration, Business Administration, Sports Management. CPRP preferred.
- One year recreation experience including community programming; management/leadership; public relations.
- Knowledge of procedures for implementing a variety of recreational activities and programs.
- Knowledge of recreational and social needs of the community.
- Willingness to work irregular hours, including nights and weekends.
- Must be able to lift between 20-50lbs.
- Must possess skills in the operation of a computer with proficiency using common and department applicable software.
- Vermont Systems knowledge preferred.
- Must possess a valid Driver's License.
- Must successfully pass background check
- Must be First Aid and CPR certified.

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



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## Working Conditions and Physical Demands

Physical and Mental Requirements: Minimal physical effort generally required in performing administrative, finance duties. Position requires the ability to operate a keyboard and standard office equipment. Occasionally required to lift office equipment weighing 30 pounds. The employee is frequently required to use hands for gross motor, fine motor, and dexterity to grasp or utilize office equipment and to reach with hands and arms. The employee is frequently required to sit, talk, and hear. Specific vision requirements include close vision, distance vision, and to adjust focus. Below is a more detailed account with the understanding the Town will make reasonable accommodations as outlined in the Americans with Disabilities act.



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Primary Physical Requirements	Other Physical Considerations								
Lift up to 10 lbs.: Frequently required. Lift up to 25 lbs.: Frequently required. Lift 26 to 50 lbs.: Occasionally required. Lift over 50 lbs.: Not required.	Twisting: Frequently required. Bending: Frequently required. Crawling: Occasionally required. Squatting: Occasionally required.								
Carry up to 10 lbs.: Frequently required. Carry 11 to 25 lbs.: Occasionally required. Carry 26 to 50 lbs.: Occasionally required. Carry over 50 lbs.: Not required	Kneeling: Occasionally required Crouching: Occasionally required. Climbing: Occasionally required. Balancing: Frequently required.								
Reach above shoulder height: Occasionally required. Reach at shoulder height: Required. Reach below shoulder height: Required.	<b>Work Surface(s)</b> Gymnasium floor, outdoors ground, standard office desk and chair. Carpeted and tile floors.								
Push/Pull: Frequently required									
<b>Hand Manipulation</b>									
Grasping: Frequently required. Handling: Frequently required. Torqueing: Occasionally required Fingering: Frequently required. Controls and Equipment: Computer, telephone, copy and fax machines, scanner, calculator, shredder.	<b>During an 8 Hour Day Employee is Required to:</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Consecutive Hours</u></th> <th style="text-align: left;"><u>Total Hours</u></th> </tr> </thead> <tbody> <tr> <td>Sit: approximately 2</td> <td>Up to 8</td> </tr> <tr> <td>Stand: less than 1</td> <td>Less than 8</td> </tr> <tr> <td>Walk: less than 1</td> <td>Less than 2</td> </tr> </tbody> </table>	<u>Consecutive Hours</u>	<u>Total Hours</u>	Sit: approximately 2	Up to 8	Stand: less than 1	Less than 8	Walk: less than 1	Less than 2
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