

TOWN OF BARRINGTON

NEW HAMPSHIRE

Recreation Department

Program Coordinator

Job Summary

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

Supervision Received

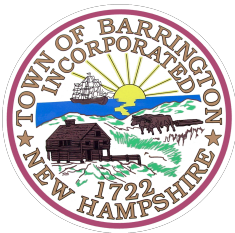
Recreation Director

Supervision Exercised

Volunteers

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 sports and games; directs tournaments; communicates with coaches, volunteers, participants and parents.
- Perform and/or oversee set up and breakdown of equipment for programs; organize volunteers to assist with programs.
- Responsible for developing 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.
- Creates program records, such as contracts, schedules, budgets to ensure they are accurate, up-to-date, and properly filed.
- 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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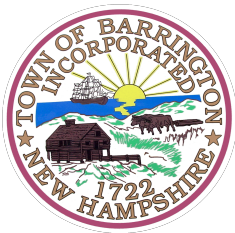
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new development in assigned work areas.

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.
- Willingness to work irregular hours, including nights and weekends.
- Knowledge of procedures for implementing a variety of recreational activities and programs.
- Knowledge of recreational and social needs of the community.
- Must possess skills in the operation of a computer with proficiency using common and department applicable software.
- Recreation based software knowledge preferred, and/or willingness to become trained.
- Knowledge of and ability to use office machines and equipment.
- Effective communication and customer service.
- Attention to organization & detail.
- Ability to prioritize work to meet deadlines.
- Ability to multitask in a busy work environment.
- Must possess and maintain a vehicle and valid Driver's License.
- Must successfully pass background check.
- Must be able to lift between 20-40lbs.
- Must be First Aid and CPR certified.
- Confidentiality is required.

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:

Physical effort generally required in performing recreational and athletic duties. The employee works both inside and outside in weather conditions which may include exposure to hot, cold, wet, or humid conditions, including snow and ice. Noise level can vary from quiet to loud in an office setting, gymnasium and the outdoors. Frequently required to lift recreational and/or athletic equipment weighing 50 pounds. Position requires the ability to operate a keyboard and standard office equipment. The employee is frequently required to use hands to handle or feel 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.

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.: Rarely required. Carry up to 10 lbs.: Frequently required. Carry 11 to 25 lbs.: Frequently required. Carry 26 to 50 lbs.: Occasionally required. Carry over 50 lbs.: Rarely required.	Twisting: Frequently required. Bending: Frequently required. Crawling: Occasionally required. Squatting: Occasionally required. Kneeling: Occasionally required. Crouching: Occasionally required. Climbing: Occasionally required. Balancing: Frequently required.	
Reach above shoulder height: Frequently required Reach at shoulder height: Required. Reach below shoulder height: Required.	Work Surface(s) Gymnasium floor, outdoors ground, standard office desk and chair. Carpeted and tile floors.	
Push/Pull: Frequently required	During an 8 Hour Day Employee is Required to:	
Hand Manipulation	Consecutive Hours	Total Hours
Grasping: Frequently required. Handling: Frequently required. Torqueing: Occasionally required	Sit: approximately 2 Stand: less than 1 Walk: less than 1	Up to 8 Up to 8 Up to 8
Controls and Equipment: Computer, telephone, copy and fax machines, scanner, calculator, shredder.		