

## **PROGRAM COORDINATOR**

### **Definition:**

The Program Coordinator provides the Director and Assistant Director of the Division of Recreation with the essential support and assistance needed to successfully develop, execute, and evaluate a comprehensive portfolio of community recreation offerings, including but not limited to programs, events and facility related projects, while adhering to the established goals and objectives of the Department.

### **Essential Duties and Responsibilities:**

*The essential functions or duties listed below are intended only as illustrations 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.*

Provides administrative support relative to all Hudson Recreation programs, activities, and community events.

Assists with the collection of fees and registrations; makes deposits and performs other routine office functions associated with Division of Recreation.

Keeps accurate inventory of program supplies and materials and coordinates future purchases.

Assists in the development/enforcement, interpretation of all recreation policies and procedures; with responsibility for exercising independent action and initiative in the absence of the Director or Assistant Director in accordance with those policies.

Works with Director and Assistant Director to coordinate the promotion of programs and services through the departmental social media platforms, digital and print promotional materials and websites.

Coordinates the development of recreation activities and services which includes development, implementation, oversight, evaluation and review of a variety of programs.

In collaboration with the Director and Assistant Director coordinates training and evaluation of seasonal staff, instructors and volunteers.

Assists with the management of park facilities including scheduling and coordination of activities.

Collaborates with community groups, as needed and oversees volunteer group efforts/projects.

Establishes and maintains relationship with various vendors and suppliers.

Performs routine and emergency maintenance functions regarding outside recreation facilities; makes safety checks on facilities; opens/closes, sets up and tears down

equipment at various facilities for recreation programs and events; Performs similar or related work as required, and/or as various situations dictate.

**Supervision Received:**

Works under the general direction of the Director of Recreation and Assistant Director.

**Supervision Exercised:**

Provides supervision to seasonal staff, instructors and volunteers, as needed.

**Work Environment:**

Work is performed under typical office conditions; other work is performed at program sites and outdoors; the work load is subject to seasonal fluctuations and program schedules.

Most programs are conducted at night and on weekends during the school year. Summer program hours vary during the day, nights and weekends.

The employee operates standard office equipment, hand tools and basic landscaping equipment (as needed) and drives Recreation vehicles.

The employee has daily contact with the general public as well as various town departments, outside agencies and community groups. Contact is by telephone, e-mail, in person and in writing.

The employee has access to personnel files, bid documents and other departmental confidential information.

Errors could result in unsafe conditions for program staff and participants causing personal injury, delay or loss of service, damage to property or equipment, and legal repercussions to the Town.

**Minimum Qualifications and Requirements:**

**Education and Experience**

Bachelor's degree in Recreation Management or a related field; two (2) to three (3) years' experience in a supervisory capacity within a like setting; or an equivalent combination of education and experience.

**Additional Requirements**

Valid Massachusetts motor vehicle operator's license; CPR, AED and First Aid Certification (or ability to obtain within 6 months of employment)

**Knowledge, Skills and Ability**

Knowledge of the administration of recreational programming; knowledge of office procedures, practices and record management; understanding of changing trends in recreation programming and services.

Planning and organizational skills; customer service and communication skills; public relations skills; general office skills; computer and typing skills.

Ability to deal effectively with the general public; ability to make decisions in accordance with established policies and procedures of department.

**Preferred Experience:**

- Aquatics: Swimming Lessons, Waterfront Beach Operations, LG and/or LGI Certification (or ability to obtain within 12 months of employment)
- Seasonal Staff/Program Counselor and C.I.T Development
- Therapeutic or Adaptive Recreation Programming (such as Unified Sports/Activities)
- Administration and oversight of Sports Leagues (such as Youth Basketball)
- Experience in maintaining Splash Parks (or pools)
- Special Event Development, Execution and Oversight
- Speaks Spanish and/or Portuguese

**Physical Requirements:**

Minimal physical effort is required to perform administrative duties; the employee is frequently asked to stand, walk, sit, speak and hear, reach with hands and arms; a large amount of physical effort is required to operate equipment and lift and move program equipment. Vision requirements include the ability to read documents, use a computer and operate hand tools, basic landscape equipment and motor vehicles.

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

*M,5 – March 2024*

*Approved by the Park Commission – March 7, 2024*

*Approved by the Select Board – March 18, 2024*