

## **Job Description Town of Charlotte**

**Job Title:** Recreation Coordinator

**Qualifications:**

1. Baccalaureate degree or equivalent
2. A minimum of one year of experience in recreation management or physical education
3. Basic computer skills
4. Strong organizational and scheduling skills
5. Ability to maintain harmonious working relationships with town officials and the general public
6. Strong communication skills, both written and oral
7. Experience in writing grant proposals and fundraising desired
8. Experience working in a volunteer program environment, preferred
9. Experience in designing, writing and producing publications, preferred

**Job Summary:**

The Recreation Coordinator is responsible for managing Town of Charlotte sponsored recreational programs and recreation equipment and facilities to meet the needs of various age groups, in accordance with the Sports Program Mission Statement. The Coordinator plans, implements, administers, coordinates, monitors and evaluates the programs. Responsibilities include developing action plans and schedules, the coordination and maintenance of facilities and equipment and the recruitment and management of paid and volunteer staff as may be required to ensure the success of each program. Additionally, the Recreation Coordinator is the Manager of the Town Beach. The Coordinator works with the Recreation Commission and the Selectboard on short and long term planning. The Coordinator attends meetings of the Recreation Commission and Selectboard as appropriate.

**Specific duties and responsibilities:**

*General Administrative Duties:*

1. Develop recreation programming for youth and adults.
2. Coordinate youth sports leagues and facilities.
3. Maintain systems for registration of participants and collection of fees. Keep appropriate records.
4. Hire, train and manage beach attendants.
5. Recommend work to be undertaken at beach and associated facilities, participate in selection and hiring of contractors, and oversee work performed.
6. Make recommendations, in coordination with the Recreation Commission, to the Selectboard regarding recreation facility, equipment needs, upkeep, and budget requests.
7. Recruit and direct volunteer staff.
8. Confer regularly with volunteers to plan, coordinate and evaluate activities, assign and review work, assist with difficult tasks and resolve problems that may arise.

9. Coordinate and/or schedule all activities and facilities with the school, the town and volunteers.
10. Organize coaches' clinics.
11. Publicize recreation programs.
12. Monitor and assist day to day operations, including programs and facilities maintenance.
13. Keep an inventory of equipment. Plan, budget and purchase additional equipment as needed and approved by the Selectboard.
14. Encourage and solicit donations to support the self-sustaining recreational programs.
13. Coordinate fundraising programs that further support the programs
14. Communicate with the Selectboard and Recreation Commission with regard to the status of programs and make recommendations for change.
15. Assist in the development and management of the town recreational activities website.
16. Other duties as may be assigned.

*Financial Management Duties*

1. Develop, administer and monitor the recreation program budget.
2. Coordinate scholarships and administer scholarship funds.
3. Participate in the development of the Recreation Commission budget.
4. Recommend capital purchases or improvements to the Recreation Commission and the Selectboard.
5. Ensure the proper processing of receipts from recreation programs.
6. Recommend a 5-year capital budget to the Recreation Commission and the Selectboard.

**Supervised by:** Town Administrator

**Supervises:** Volunteers, paid recreational and beach staff and subcontractors.

**Hours:** Average of thirty (30) hours per week. The hours and duties vary seasonally. Some weekend and evening hours are necessary. Aside from weekend and evening hours, regular office hours are required. This is an hourly position, and is non-exempt under the Fair Labor Standards Act.

**Working Conditions:** General office setting, as well as some outdoor work and attendance at night meetings will be expected (monthly Recreation Commission meetings and occasional Selectboard meetings when recreation issues are scheduled)

**Other:** A background check is required. This will be paid for by the Town.

Approved by Selectboard on May 18, 2015; approved hours increased July 1, 2016