



Job Description
Town of Westerly

Job Title:	Recreation Program Coordinator								
FLSA:	Exempt		Non-Exempt	X	Union Status:	Union		Non-Union	X
Supervision Received:	Dir. Recreation			Supervision Exercised:			None		
Last Revision:	5-10-2018								

General Summary:

This position is responsible for performing a variety of professional duties in planning, developing, coordinating, implementing, and supervising recreation and athletic programs for the Town of Westerly.

Essential Functions:

1. Assists Director in planning, organizing, developing, scheduling and evaluating recreation and athletic programs.
2. Assists with hiring, training, supervising, scheduling and evaluating part-time and seasonal personnel and assigns work as necessary.
3. Coordinates volunteer requests from the community and recruits, trains and supervises volunteer coaches and staff.
4. Schedules recreation facilities and supervises condition of facilities.
5. Coordinates with various community agencies and other Town Departments to provide opportunities which reduce juvenile crime through the use of youth programs and community involvement programs, such as, Youth Government, Community Crime Council, and Shadow Day.
6. Maintains inventory of supplies and equipment and distributes supplies and equipment and assists with ordering supplies and equipment for recreation and athletic programs.
7. Assists with public relations duties such as preparing and distributing flyers, press releases and brochures.
8. Assists with preparing and administering individual program or facility budgets as appropriate and monitors expenditures and payroll in accordance with established procedures.
9. Provides clerical support, program registration, answer telephones, and maintain correspondence with other divisions and agencies and may respond to public inquiries about the facility.
10. Assists in the development of classes, schedules, and implementation of activities, programs and coordinates with the recreation programs for facility and field usage.

Other Functions:

1. Attends conferences, seminars, committee meetings as required.
2. Other related duties as assigned.

Education & Experience:

Education:

Bachelor's degree in recreation, park resources, leisure services, tourism, hospitality or a related field.

Experience:

Two years of experience in recreation or athletic programming, including design, development and marketing.

Any equivalent combination of education, experience, or training that has prepared the incumbent to perform the essential duties of the position.

Knowledge, Skills & Abilities:

The position requires the following knowledge:

- Basic knowledge in recreational program concepts and practices.
- Basic knowledge in Rhode Island state regulations, laws, practices and procedures in recreational activities.

This position requires the following skills:

- Sound administrative and management skills in the areas of policy interpretation, procedures and people.
- Well developed analytical capabilities.

This position requires the ability to:

- Maintain effective working relationships with all contacts.
- Understand and communicate written and verbal instruction.
- Effectively interact and communicate with the general public and fellow employees.
- Manage various computer applications including Excel and Word.
- Draft and substantively review engineering and other relevant documents and projects.

Licenses & Certifications:

Possess a valid driver's license.

Certification as a Certified Park and Recreation Professional (CPRP) from the National Recreation and Park Association is preferred and will be required within 12 months of employment.

Special Requirements:

This position requires the following:

- A thorough background check.

Working Conditions & Environment:

<i>Physical Activities</i>	<i>Amount of Time</i>			
	None	<1/3	1/3 to 2/3	>2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle, or touch				X
Reach above shoulders	X			
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk or hear				x
Taste or smell	X			
Driving (including valid driver's license)		X		

<i>Lifting Requirements</i>		<i>Amount of Time</i>			
		None	<1/3	1/3 to 2/3	>2/3
Up to 10 pounds		X			
Up to 25 pounds		X			
Up to 50 pounds		X			
Up to 100 pounds		X			
More than 100 pounds		X			
<i>Noise Level in the Environment</i>					
	Very quiet	X	Quiet		
	Moderate Noise		Loud Noise		
	Very Loud Noise				
<i>Environmental Conditions</i>		<i>Amount of Time</i>			
		None	<1/3	1/3 to 2/3	>2/3
Work near moving mechanical parts		X			
Work in high places		X			
Risk of electrical shock		X			
Risk of radiation		X			
Work in extreme weather conditions		X			
Exposure to blood or other body fluids		X			
Exposure to hazardous chemicals		X			
Vibration		X			
<i>Special Vision Requirements</i>					
x	Close vision	X	Distance vision		
X	Color vision	X	Peripheral vision		
x	Depth perception	X	Ability to adjust focus		

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.