

Town of Jaffrey, New Hampshire
POSITION DESCRIPTION

Position Title: Recreation Program Coordinator
Department: Recreation
Reports To: Recreation Director
Status: Full Time Year-Round. Non – Exempt
Labor Grade: 7

Date: February 2025

GENERAL SUMMARY:

Under the direct supervision of the Recreation Director. The Recreation Program Coordinator is responsible for creating and implementing a diverse year-round recreation program within the resources of the community. This will include planning, organizing, implementing, supervising, and evaluating activities and events to meet the needs of the community as well as designing activity brochures, scheduling the facilities, managing social media platforms, marketing programs, writing program contracts, and running special events. Recreation Program Coordinator works closely with volunteers and seasonal staff, assists with program registration, purchasing of equipment and supplies and related paperwork; and coordinates with various community organizations on activities.

MAJOR DUTIES: (The listed examples are illustrative only and may not include all duties found in this position.)

- Plans, organizes, schedules, implements, and evaluates year-round activities, summer camps, and events for the Department.
- Develops new recreational activities to meet the needs of the community, while enhancing existing programs.
- Recruits, trains, supervises, and evaluates staff and volunteers for department programs, activities and special events.
- Studies conditions, needs, and trends affecting recreation programs and facilities.
- Promotes and maintains positive community relations and meets with community groups to gather ideas and discuss plans.
- Maintains program and participation records, and other associated records and documents to monitor program effectiveness.
- Coordinates and reserves all indoor and outdoor facility use for department programs, activities, and special events
- Maintains order and safety by monitoring actions and behavior of patrons and participants, and takes steps to prevent risks and intervenes if problems arise.
- Administers first aid as needed.
- Exercises appropriate safety and personal expectations of patrons.
- Manages and chaperones activities and field trips.
- Sets up and breaks down activities.
- Follows safety practices.
- Provides leadership to participants and volunteers.
- Understands and meets needs of program participants.
- Exercises appropriate safety and personal expectations of participants.
- Manages program supplies.
- Assists in preparing the department annual budget and recommends program expenditures.
- Assists in planning and implementing department's marketing strategies.
- Coordinates advertising and marketing for department programs and events including press releases, social media platforms, flyers, and department newsletter.
- Prepares standard correspondence for the department.
- Communicates with patrons/citizen and addresses inquiries, requests, complaints, and special problems regarding recreation programs and facilities through phone, email, social media and in-person.

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- Driver's license in good standing required.
- Ability to lift objects over 50lbs.
- Assists with grooming and lining of athletic fields.
- Provides support for the emergency shelter for the Town of Jaffrey when activated, including transportation of citizens, logistical support, secure materials and supplies needed as directed by the Director of Parks and Recreation.
- Answer phones and direct inquiries when in the Parks and Recreation Office.
- May assist other departments with various projects.
- Promotes and maintains positive community relations.
- Provides leadership to Seasonal Staff
- Enforce swimming rules with regard to safety of patrons.
- Manages Summer Camp + Summer Camp Counselors supplies.
- Performs field maintenance duties as required.
- Responsible for attending staff meetings.
- Performs janitorial duties as required.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

- This position requires the projection of a positive attitude, a pleasant demeanor, and a commitment to service to the public.
- The ability to establish, build and maintain professional relationships with other employees, civic groups and the general public.
- Knowledge of modern recreation practices, procedures, and equipment.
- Knowledge of departmental rules, procedures, and functions.
- Knowledge of and ability to use Microsoft Office applications and the ability to learn recreational software.
- Ability to handle multiple projects, deal with interruptions, adjust and schedule priorities as required, and meet deadlines.
- Ability to communicate effectively with various age groups and the public.
- Ability to lead and instruct youth, adults, and seniors in a variety of recreational activities.
- Ability to maintain confidentiality of departmental information.
- Knowledge of the facilities and equipment needed in recreation programs.
- Knowledge of a variety of sports and rules.
- Knowledge of a wide variety of recreational activities.
- Knowledge of children's behavior as applied to various groups participating in recreational activities.
- Ability to work independently and as a member of a team
- Ability to communicate clearly through writing, email, and telephone
- Ability to communicate effectively orally
- Ability to read
- Ability to participate in recreation activities
- Ability to manage conflicts with maturity
- Knowledge of the developmental stages of children and adults.
- Considerable knowledge of swimming and water safety skills and techniques.
- Knowledge of water rescue best practices and procedures.
- Knowledge of equipment used in a beach lifeguarding
- Knowledge of CPR and first aid.
- Skill in scheduling, time management, and resourcefulness.

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- Ability to maintain accurate records.
- Ability to pass a background check.
- Ability to assess needs of patrons.
- Ability to be outdoors and lead and participate in physical activities.
- Ability to manage and chaperone small and large group activities.
- Ability to establish and maintain effective working relationships with patrons of all ages.
- Ability to establish and maintain effective working relationships with employees, Town officials, civic organizations and the public.
- Contributing effectively to the accomplishment of Department goals, objectives, and activities
- Ability to drive and operate Department equipment including but not limited to 15 passenger bus.
- Ability to work evening, weekend, and holiday hours as required during certain times of the year.

MINIMUM QUALIFICATIONS:

- One-year experience in municipal recreation or equivalent AND a Bachelor's Degree in Recreation or related field preferred OR any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills, and abilities.
- Valid driver's license and acceptable driving record.
- Certification in CPR and First Aid preferred or willing to obtain in the first 60 days of hire
- Certified Parks and Recreation Professional Certification Preferred
- Lifeguard Certification preferred or willing to obtain in the first 60 days of hire

SUPERVISORY RESPONSIBILITY:

The Program Coordinator exercises supervision of program volunteers throughout the year. The Program Coordinator will serve as seasonal Beach Front Coordinator supervising seasonal employees. Responsible for assigning, coordinating, and reviewing the quality and quantity of work performance based on safety procedures and completion of assigned tasks in accordance with instructions.

The Recreation Director provides continuing or individual assignments by indicating generally what needs to be done, limitations, quantity and quality expected, deadlines and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments including suggested work methods or advice on source material available. The employee uses initiative in carrying out recurring assignments independently without specific instruction, but refers deviations, problems, and unfamiliar situations not covered by instructions to the supervisor for decision or help. The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of the work increases with more difficult assignments if the employee has not previously performed similar assignments.

WORKING CONDITIONS/PHYSICAL DEMANDS:

(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

For communicating with others, talking is required; for taking instructions from others, hearing is required; for doing the job effectively and correctly, sight is required. Required to use hands to finger, handle, and feel objects or equipment; required to reach with hands and arms. The nature of the position requires participation in physical activities requiring strenuous physical effort; therefore, the employee is required to be in, and maintain, sound physical condition. Work is performed in a variety of environmental conditions, including heat, damp, wet, slippery, muddy, noisy, etc., and employee may be

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exposed to herbicides and pesticides, as well as dirt and dust; exposure to minor injuries such as cuts and bruises, periods of sunlight, poisonous plants, and insects and bees.

Work is subject to exposure to extreme weather conditions. The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting of moderately heavy items. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity under varying and sometimes adverse weather conditions.

WORK ENVIRONMENT:

The work involves moderate risks or discomforts that require special safety precautions (e.g., working around moving parts, carts or machines; with contagious diseases or irritant chemicals; etc.). Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves or shields.

GUIDELINES:

Specific, detailed guidelines covering all the important aspects of the assignment are provided to the employee. The employee works in strict adherence to the guidelines; deviations must be authorized by the supervisor.

COMPLEXITY:

The work consists of duties that involve related steps, processes or methods. The decision regarding what needs to be done involves various choices requiring the employee to recognize the existence of, and differences among, a few easily recognizable situations.

SCOPE AND EFFECT:

The work involves the execution of specific rules, regulations or procedures, and typically comprises a complete segment of an assignment or project of broader scope. The work product or service affects the accuracy, reliability, or acceptability of further processes or services.

PERSONAL CONTACTS:

The personal contacts are with employees within the immediate organization, office, project or work unit, and in related or support units. The contacts are with members of the general public in very highly structured situations, i.e., the purpose of the contact and the question of with whom to deal are relatively clear.

PURPOSE OF CONTACTS:

The purpose is to obtain, clarify or give facts or information regardless of the nature of those facts, i.e., the facts or information may range from easily understood to highly technical.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.