

**RSU No. 5 Durham ~ Freeport ~ Pownal
Recreation Coordinator Job Description
Classified Support**

Qualifications:

1. Experience coordinating youth and/or adult recreation and enrichment programs.
2. Bachelor's Degree in Recreation or other related field preferred.
3. Ability to communicate pleasantly and effectively at all times with staff, parents, and children
4. Computer skills: data entry, word processing, spreadsheets, online registration and data management systems.
5. Strong supervisory leadership as a detail-oriented problem solver and decision maker.
6. Strong organizational skills and ability to handle multiple projects professionally.
7. Demonstrated commitment to focus on the health, safety, and well-being of children and staff.
8. Hold a valid drivers' license and have reliable transportation.

Reports To:

Director of Community Programs ("Director")

Job Goal:

To plan and coordinate a wide variety of athletic, recreational, and cultural activities for youth and adults. Ensure participant and staff needs are met, and programs are run efficiently.

Performance Responsibilities:

1. Plan, coordinate, schedule, staff, supervise, market and promote athletic, recreational, and cultural activities for youth and adults. Programs may include, but are not limited to, instructional classes, special events, trips, seasonal camps, and individual and team athletics. Regular weekend and evening hours are required in managing these programs.
2. Develop, expand, and modify programs to meet the changing needs and desires of Durham, Freeport and Pownal residents. Remain responsive to feedback from RSU5 community members.
3. Oversee teen after-school programming.
4. Ensure facilities are properly equipped, prepared, and scheduled for user groups. Supervise the acquisition, issuance, use, care, and maintenance of enrichment, recreation, and athletic supplies and equipment.
5. Hire, train, and evaluate staff for athletic, recreation, and enrichment programs in consultation with the Director.
6. Prepare and manage program budgets to ensure programs are financially self sufficient. Secure financial sponsorships from area business to support programs.
7. Respond to public inquiries regarding class content, instructor qualifications, and other feedback and communications. Work with parents/guardians, instructors, and coaches to resolve disputes and handle conflicts in a professional manner.
8. Prepare and assist in the preparation of program brochures and promotional materials. Design and create program-specific marketing materials. Update and maintain the recreation portion of the Community Programs website.
9. Recruit and train volunteers.
10. Maintain recreation records and prepare program and other reports as requested by the Director.
11. Deal courteously with the public. Establish and maintain effective and collegial relationships within the community and with town and school officials, employees, community groups, and outside agencies.
12. Proactively seek professional development and growth through membership in professional organizations and joining leadership, management, and program-specific educational seminars and conferences.
13. Assist in the coordination of RSU5 facility use, and oversee the coordination of grounds and field use.
14. Perform such other duties as may be assigned by the Director.

Essential Functions:

Ability to:

1. Read with comprehension, write and calculate accurately.
2. Reason and understand policies, procedures, and related job information.
3. Follow to completion verbal or demonstrated instructions.
4. Speak clearly, communicate effectively, accurately hear and see.
5. Complete with precision and safety all physical duties, including upper and lower body functions, reaching, lifting (at least 10-20 lbs.), bending, twisting, stooping, and climbing stairs.
6. Complete with accuracy eye-hand coordinated tasks.
7. Sustain and complete with accuracy assigned seated clerical tasks.
8. Concentrate on completion of job details when there are distractions and work under pressure to successfully meet deadlines.

Legal and Ethical Duties:

1. Maintains confidentiality on student information.
2. Maintains confidentiality about all aspects of work, student performance, and written and oral records.
3. Demonstrates a respect for the legal and human rights of students.
4. Follows health and safety procedures established by the system.
5. Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
6. Demonstrates loyalty, dependability, integrity, and other ethical standards.
7. Follows the chain of command for various administrative procedures or concerns.
8. Observes Board and school policy.
9. Meets and follows all State and Federal laws and regulations.

Terms of Employment:

This position includes 260 working days per year.

Evaluation:

Evaluated annually by Director Community Programs

Note:

The above job description reflects the general requirements necessary to describe the principle functions and responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

To perform successfully in this position, an individual must perform each duty and responsibility satisfactorily. The requirements are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and understand the terms and conditions of this position.

Employee's Signature: _____ **Date:** _____

Original to Personnel File
File Copy to Employee
Updated: November 27, 2018
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