

**TOWN OF MERRIMACK, NH
PARKS & RECREATION
PROGRAM COORDINATOR – PART-TIME**

JOB SUMMARY

The Recreation Program Coordinator is responsible for assisting in the development of a diverse year-round recreation program. This will include planning, organizing, implementing, supervising, and evaluating activities and events to meet the needs of the community.

SUPERVISION RECEIVED

Works under the general supervision of the Director of Parks & Recreation who outlines general policies, assign duties and review work for conformance with required standards; performs regular duties on own initiative, exercising a high degree of judgment and tact.

SUPERVISION EXERCISED

EXAMPLES OF DUTIES

- Plans, schedules, implements, and evaluates year-round activities and events for the department. Develops new recreational activities to meet the needs of the community, while enhancing existing programs.
- Assists the Director of Parks & Recreation with recruitment, training, supervision, and evaluation of staff and volunteers for department programs, activities and special events.
- Monitors conditions, needs, and trends affecting recreation programs and facilities. Attends meetings and conferences required to keep up with trends. Meets with community groups to gather ideas and discuss plans.
- Creates program records such as contracts, schedules and payroll documentation to ensure they are accurate, up-to-date, and properly filed.
- Coordinates and reserves all indoor and outdoor facility space for department programs, activities, and special events; helps prioritize field space and building use.
- Coordinates advertising and marketing for department programs and events including press releases, social media outreach, department email lists and program guides.
- Maintains office coverage to handle registrations, inquiries, requests, and complaints from the public regarding recreation programs and facilities bookings.
- Carries out customer service related activities including answering questions through phone, email and contacts through social media.
- Helps customers navigate online registration system as needed.

- Maintains program and participation records, and other associated records and documents to monitor program effectiveness.
- Responsible for developing and ordering supplies for assigned programs while following approved program budget.
- Assists in preparing the department annual budget and recommends program expenditures.
- Performs other related duties as assigned.

KNOWLEDGE, EXPERIENCE, ABILITIES

- Ability to learn departmental rules, procedures, and functions,
- Ability to maintain accurate records and handle multiple projects, deal with interruptions, adjust and schedule priorities as required, meet deadlines, and work independently.
- The ability to establish, build and maintain professional relationships with other employees, civic groups and the general public and to lead and instruct youth, adults, and seniors in a variety of recreational activities.
- This position requires the projection of a positive attitude, a pleasant demeanor, and a commitment to service to the public and the ability to work independently and as a member of a team
- Ability to communicate clearly and effectively through writing, email, and telephone and to maintain confidentiality of departmental information.
- Ability to work evening, weekend, and occasional holiday hours as required during certain times of the year.

MINIMUM QUALIFICATIONS

Knowledge of recreation program and event planning equivalent to 1 to 2 years of related experience. Bachelor's degree preferred, or equivalent combination of education and experience; Knowledge of and/or ability to learn computer use to include Microsoft Office applications, RecDesk registration software, website/social media and general internet research capabilities; Valid driver's license and acceptable driving record; Certification in CPR/AED and Standard First Aid or willing to obtain; Experience dealing with the public in a professional & tactful manner.

COGNITIVE AND SENSORY REQUIREMENTS:

Talking: Necessary for communicating with others
Hearing: Necessary for taking instructions and receiving information.
Sight: Necessary for doing job effectively and correctly.

DURING AN 8 HOUR DAY, EMPLOYEE IS REQUIRED TO:

Consecutive Hours

Sit 1 2 3 4 5 6 7 8

Stand 1 2 3 4 5 6 7 8

Walk 1 2 3 4 5 6 7 8

Total Hours

Sit 1 2 3 4 5 6 7 8

Stand 1 2 3 4 5 6 7 8

Walk 1 2 3 4 5 6 7 8

ENVIRONMENT: Inside 60% Outside 40%

EQUIPMENT USED: Computer, telephone, copy and fax machine, hand tools, utility vehicle

LICENSURE / CERTIFICATION REQUIREMENTS: None

OTHER TRAINING, SKILLS AND EXPERIENCE REQUIREMENTS

Knowledge of modern recreation practices, procedures, and equipment or equivalent education & experience that demonstrates possession of the required knowledge, skills and abilities.

SPECIFIC VOCATIONAL PREPARATION REQUIREMENTS:

This refers to how much prior experience a person needs before being able to do the job.

- 1. Short demonstration only.
- 2. Any beyond short demonstration up to and including 30 days
- 3. 30 – 90 days
- 4. 91 – 180 days
- 5. 181 days to 1 year
- 6. 1 to 2 years
- 7. 2 to 4 years
- 8. 4 to 10 years
- 9. Over 10 years

DEFINITIONS OF DURATION OF PHYSICAL ACTIVITIES:

Rarely: Activities exists up to 1/8 of the time on the job.
Occasionally: Activities exists up to 1/3 of the time on the job.
Frequently: Activities exists up to 2/3 of the time on the job.
Constantly: Activities exists up to 2/3 of the time on the job.

CONTROLS & EQUIPMENT:

HAND MANIPULATION

Grasping:	Frequently required
Handling:	Frequently required
Torquing:	Occasionally required
Fingering:	Frequently required

PHYSICAL ACTIVITY REQUIREMENTS:

Primary Physical Requirements

Lift up to 10 lbs.:	Frequently required
Lift 11 to 25 lbs.:	Frequently required
Lift 26 to 50 lbs.:	Occasionally required
Lift over 50 lbs.:	Rarely required

Carry up to 10 lbs.:	Frequently required
Carry 11 to 25 lbs.:	Occasionally required
Carry 26 to 50 lbs.:	Occasionally required
Carry over 50 lbs.:	Rarely required

Reach above shoulder height:	Occasionally required
Reach at shoulder height:	Frequently required
Reach below shoulder height:	Frequently required
Push / Pull:	Occasionally required.

Other Physical Considerations

Twisting:	Occasionally required
Bending:	Frequently required
Crawling:	Rarely required
Squatting	Occasionally required
Kneeling:	Occasionally required
Crouching:	Occasionally required
Climbing:	Rarely required
Balancing:	Occasionally required

Work Surface (s)

Standard office desk and chair, wood, carpeted, and tile floors, paved and unpaved roads, loose sand and dirt surfaces, rough terrain, beach environment, outdoor winter condition surfaces.