



PROGRAM COORDINATOR – PART-TIME PARKS & RECREATION DEPARTMENT

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.

Minimum Qualifications:

- Duties require knowledge of recreation program and event planning equivalent to 1 to 3 years of related experience. Bachelor's degree preferred, or equivalent combination of education and experience.
- Knowledge of modern recreation practices, procedures, and equipment.
- Knowledge of and/or ability to learn computer use to include Microsoft Office applications, RecDesk registration software, website/social media updates 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.

Work Schedule:

The normal work schedule is 25 hours per week, Monday through Friday with some nights, weekends and holiday required. Since the demands of the job can vary by season there is some flexibility in the schedule.

The starting wage for this position is \$17.40/hr., with a wage increase up to 5% upon successful completion of 6 month trial period. The successful candidate will undergo a complete background check including reference checks, criminal and driving record checks prior to final offer of employment.

Please visit <http://www.merrimacknh.gov/positionopenings> or the Town of Merrimack Human Resource Office located at 6 Baboosic Lake Road, Merrimack, NH, 03054 to view a complete job description and to obtain a Town application. To apply, submit your resume, cover letter, and Town application to the above address no later than Wednesday, December 14, 2016, at 4:00pm. No email please. EOE