


JOB DESCRIPTION
Recreation Program Coordinator

Date of Last Revision: August, 2022

 W E S T E R L Y Rhode Island	DEPARTMENT	Recreation		
	REPORTS TO	Director of Recreation		
	FLSA STATUS	Non-Exempt; Full-Time		
	POSITION TYPE	Non-Union	PAY GRADE	

POSITION OVERVIEW

Under the general direction of the Director of Recreation, the Recreation Program Coordinator performs a variety of professional duties in planning, developing, coordinating, implementing, and supervising recreation and athletic programs for the Town of Westerly.

ESSENTIAL JOB FUNCTIONS

- Assist Recreation Director in planning, organizing, developing, scheduling, and marketing
- Assist Recreation Director in the evaluation of recreation, athletic and fitness programs for multi-generational families of Westerly.
- Assist with training, supervising, scheduling, and evaluating part-time and seasonal personnel and assign work as necessary.
- Coordinate volunteer requests from the community
- Recruit, train, and supervise volunteer coaches and staff.
- Schedule recreation facilities and supervise the condition of those facilities.
- Administer the operation of the Westerly Town Beaches, facilities, waterfront activity management and safety procedures.
- Coordinate and work in partnership with Town Departments, Westerly K-12 Public Schools and organizations that are focused on positive youth development and leadership skills.
- Maintain inventory, distribute, and order supplies and equipment for recreation, athletic and beach programs.
- Assist with public relations duties such as preparing and distributing flyers, press releases and brochures.
- Assist with preparing and administering individual program or facility budgets as appropriate and monitor expenditures and payroll in accordance with established procedures.
- Provide clerical support, program registration, answer telephones, and maintain correspondence with other divisions and agencies
- Respond to public inquiries about the facilities
- Assist in the development of classes, schedules, and implementation of activities and programs
- Coordinate with the recreation programs for facility, field, and waterfront usage.

ADDITIONAL JOB FUNCTIONS

- Attends conferences, seminars, and committee meetings as required.
- Other duties and projects as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

For successful performance in this position, the incumbent will need to demonstrate the following:

KNOWLEDGE of:

- Principle, practices, laws, town ordinances, regulations and procedures as they pertain to beach and waterfront management.
- Town codes and ordinances as they pertain to recreation.

SKILLS in:

- Organizing and prioritizing work, exercising independent judgment, wisdom, and common sense within established procedures guidelines and rules.
- Interpersonal, verbal, and written communication for interaction with elected and appointed officials, employees, agencies, other governmental units, vendors and the public.

ABILITY to:

- Utilize Microsoft Office Suite applications such as Microsoft Word, Outlook, and Excel and other applicable software.
- Handle confidential material and information in an ethical and professional manner.
- Effectively communicate with, present information to, and respond to questions from Town officials and management, other government agencies, vendors, and the general public.
- Maintain a professional attitude and maintain punctuality and consistent attendance with advance notification of absences.
- Perform detailed work accurately and on time and initiate and maintain necessary follow-up.
- Prepare and submit clear, concise and accurate reports either orally or in writing.
- Analyze situations quickly and objectively and to determine proper course of action.
- Function in a sometimes fast and ambiguous environment.
- Demonstrate good customer service skills with the ability to problem solve resident complaints.
- Utilize conflict resolution and negotiation skills.

MINIMUM POSITION REQUIREMENTS

EDUCATION AND EXPERIENCE

- High School Diploma or GED equivalent.
- Minimum of two (2) years of experience in recreation or athletic programming, including design, development and marketing, hospitality, leisure services and tourism.
- Any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities necessary to successfully perform the essential job functions of this position.

LICENSES AND CERTIFICATIONS

- A valid driver's license.

ENVIRONMENTAL AND PHYSICAL DEMANDS

ENVIRONMENTAL DEMANDS including:

- Work in an office environment with light to moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.
- Exposure at times to wet and dry conditions, fumes, toxic, or caustic chemicals.
- Exposure to stressful situations as a result of human behavior.

PHYSICAL DEMANDS including:

- Sedentary office work although standing in work areas and walking between work areas may be required.
- Finger and hand dexterity to access, enter, and retrieve data using a computer keyboard or calculator, and to operate standard office equipment.

- Mobility to work in a standard office setting and use standard office equipment.
- Vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone.
- Occasionally bending, stooping, kneeling, reaching, pushing, and pulling drawers open and closed to retrieve and file information.
- Must be able to make color distinctions and have normal depth perception.
- Ability to lift, carry, push, and pull materials and objects weighing up to thirty (30) pounds.

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.