

Program Coordinator

JOB SUMMARY

Assists with the administration and development of the Town's recreation programs. Develops recreation programs for all residents of Brentwood and assists with the usage of facilities in accordance with recreation Standard Operating Procedures (SOP).

The Program Coordinator will adhere to and enforce the SOP.

Works with considerable independence and judgment under the Recreation Director and the general supervision of the Brentwood Recreation Commission. Job requires excellent communication skills with the public, town departments, and must attend monthly commission meetings.

WORK SCHEDULE

Seasonal Full Time 40 hours a week May-August:

Monday-Friday- 8:30am-4:30pm

Part Time 25 hours a week September-April

Wednesday-Friday 9:30am-4:30pm

Saturday- 8am-12pm

Work schedule may change weekly depending on program and event needs, scheduled meetings, and seasonal duties.

REQUIREMENTS

- A High School Diploma is required, but an Associate's or Bachelor's Degree in Recreation Management or another related field is preferred.
- At least 1-3 years of municipal recreation, event management and/or related recreational experience required.
- Experience using programs such as QuickBooks, Microsoft Word, Excel, Outlook, and other software systems is preferred.
- Basic office, computer, telephone skills and an ability to work with the public is required.
- Ability to meet deadlines and prioritize tasks.
- Ability to work independently with little or no supervision.
- Experience in managing seasonal staff and volunteers is required.

GENERAL DUTIES

Responsibilities include, but are not limited to the following:

- Collaborate with the Brentwood community and departments to evaluate and improve existing programs and introduce new services as needed.
- Promotes programs by advertising on take home fliers, website, social media and the billboard at the Brentwood Recreation Center entrance.
- Responsible for sign-ups of several programs offered through the recreation department.
- Maintain Recreation website and program registration page.
- Coordinates recreation services with other Town Departments including Swasey Elementary School, Police Department, Fire Department, Library, etc.
- Recruits and supervises a large team of seasonal volunteers engaged in sports programs and recreational activities/events.
- Recruit staff & volunteers to assist with programs, events, summer camp, snack shack, and game officials.
- Coordinate with program instructors for community services (Chair Yoga, Rock Your Body, etc.)
- Assists the Recreation Director with other general tasks and duties as needed.
- Regularly evaluates current programs and explores potential additions when appropriate.

YOUTH SPORTS:

- Conduct “on site” observance of games during season
- Maintain a written/digital inventory of equipment and uniforms and replace as necessary.
- Informs the Rec Director of orders for athletic training & protective equipment as needed.
- Make training/skills information available in paper or video format.
- Manage day-to-day concession stand operations.
- Scheduling of athletic picture days
- Oversee game scheduling and roster creation
- Keep record of all program participant medical files, program transactions, and record of all in person/online program registrations.
- Attend league meetings as necessary
- Assists the Rec Director on field & facility scheduling.

YOUTH PROGRAMS:

- Lead and assist with advertising, interviewing and hiring staff for summer camp.
- Collect registrations and assist families with the sign-up process.
- Plan, organize and oversee 8 weeks of summer camp.
- Research, schedule & coordinate subcontractors for camp entertainment.

- Network with the surrounding community on youth program offerings.

ADULT PROGRAMS:

- Organize and facilitate senior bi-monthly lunches.
- Schedule entertainment/speakers for each lunch.
- Schedule seasonal rec (senior) trips
- Plan, organize, & develop new senior programs & activities
- Work with the Pickleball volunteers on equipment needs & facility scheduling
- Plan & schedule men's basketball

EVENTS/SPECIALS:

- Assist with the planning, organizing, scheduling and facilitating of annual events.
 - Easter Egg Hunt
 - National Night Out
 - 4th of July Parade
 - Fallen Officer Tournament
 - Haunted Walk
 - Fall River Paddle
 - Mothers and Others Spring Brunch
 - Craft Fair
 - Fall Fun Run
 - Holiday Stroll (peach project)