The Town of South Hero is seeking a Recreation Commission Coordinator. The Recreation Coordinator is responsible for planning, overseeing, and directing the activities as outlined by the Town of South Hero Recreation Commission. This position will be a part-time / hourly position. Details of the Coordinator’s responsibilities can be found on the Town website. Applications for the position will be accepted until such time as the position is filled.

General job description

The Recreation Commission Coordinator will work with the Recreation Commission to

plan, oversee and direct activities as outlined by the Recreation Commission. Areas of responsibility include, but are not limited to: sports, fitness, aquatics, cultural activities, programs and classes, facility and park maintenance, facility logistics and operations, and special events.  Oversees the development, promotion, and implementation of programs that meet the needs of the community.

The Recreation Commission Coordinator will report to the Chairperson of the Recreation Commission.

Essential Duties and Responsibilities

* Oversees the development, promotion, and implementation of a diversified recreation program for all ages in accordance with community needs; evaluates program effectiveness; recommends changes and implements management decisions.
* Serves as a liaison and resource for community agencies and other organizations. Performs community outreach to promote recreation programs and stimulate interest in outdoor activities.
* Assists Recreation Commission with budget development and management.
* Performs administrative tasks, such as attending and scheduling meetings, preparing reports, monitoring expenditures, and maintaining records.
* Assists in developing and implementing policies and procedures for Recreation Commission activities.
* Receives and responds to questions and concerns from community members. Identifies issues and resolves problems or refers to the Recreation Commission as appropriate.
* Coordinates logistics for field and facility rentals – where applicable. Acts as a representative to community members, vendors, and event participants to ensure events are properly executed with optimal satisfaction.
* Provides communication and written documentation regarding all recreation program areas and facility activities, including, but not limited to, damages, problems, needs, issues, and compliance with rental agreements, policies, and procedures.
* Responsible for monitoring and inspecting fields and facilities, supplies, and equipment for safety and security.
* Monitors inventory, orders supplies, and maintains purchase records within authorized budget.
* Oversees fee collection and accounting activities. Reviews records and files to ensure proper accounting and documentation consistent with Recreation Commission policies and procedures.
* Maintains records and completes required reports.
* Works collaboratively with internal and external constituents.
* Assists with Recreation Commission special events as needed.
* Attends monthly meetings of the Recreation Commission.
* Performs other duties as assigned.

Qualifications

High School Diploma or equivalent.

Background in directing or overseeing recreation programs.

Ability to plan, organize and implement recreation programs.

Ability to work independently as well as in a team.

Understanding of standard safety practices related to recreation programs.

Ability to understand, interpret, monitor and apply all relevant laws, rules, regulations, policies and procedures.

Ability to perform wok in an efficient, effective, safe and timely manner.

Ability to independently organize work, set priorities, meet deadlines and follow up on assignments.

Familiarity with modern office practices, computer equipment and applications related to the work environment.

Demonstrate customer service skills and foster positive working relationships.

Ability to speak effectively in public.

Other qualifications

Current valid driver’s license.

Completion and maintenance of an American Red Cross First Aid, CPR / AED training

Salary and Benefits - TBD