



Town of Colchester Job Description

Position: Recreation Coordinator

Department: Parks & Recreation

Reports to: Program Director

Classification: Exempt

General Function:

Under the supervision of the Program Coordinator, Program Director, Assistant Director and Recreation Director this position is responsible for developing, maintaining and operating the Afterschool Programs and Staff at the A.C.E. Before & Afterschool Program. This position will assist with all department programs and special events.

Requirements:

- Individuals must possess an Associate's Degree or Bachelor's Degree and one of the following:
 - At least 10 months direct work experience with school age children or
 - Vermont On-The-Job certificate or
 - Vermont Afterschool Professional Credential or
 - Vermont Program Director Credential or
 - Vermont Teacher licensure or
 - Master's Degree in a youth-related field
- Current Pediatric First Aid and CPR certifications with adult module
- Physical ability to lead and participate in active sports and games with children, monitor behavior requiring physical separation and participate in curriculum activities and housekeeping responsibilities.
- Strong communications skills (written and oral)
- Experience with youth program implementation
- Visual and auditory ability to respond to critical incidents and the physical ability to act swiftly in an emergency situation
- Proficient computer skills, particularly in Microsoft programs and the ability to learn the departments CivicRec and Procure software.
- Ability to adequately observe participants activities, enforces safety regulations and applies appropriate management techniques
- At least 2 years supervisory experience

Essential Job Functions:

1. Develop and implement anti-bias curriculum for site and supervise staff in planning weekly lesson plans that best meet the needs of the individual child.
2. Develop goals & objectives for current school year.
3. Develop long-term program vision, in collaboration with the Program Coordinator, Program Director, Recreation Director and Assistant Recreation Director.
4. Write Grants for funding assistance so we can offer lower fees for participants.
5. Plan and create a monthly newsletter and calendar to be handed out to families in the program.
6. Establish rapport with parents; communicate activities, plan parent/director conferences.
7. Orient new staff to the regular routines, the children, and the materials. Assist Program Coordinator with interviews and hiring staff.
8. Consult with the Program Director about serious problems that might have to be referred to an outside agency.
9. Maintain all A.C.E. site records (children & staff).
10. Work with Program Director with A.C.E. payments
11. Hold monthly staff meetings for all sites.
12. Attend continuing educational training programs and conferences.
13. Responsible for maintaining program, budgets, and staff of after school programs.

14. Plan, implement and evaluate recreation programs for Colchester Parks and Recreation at designated site.
15. Assist with marketing recreation programs
16. Assist with Special Events

Supplemental Job Functions:

1. Responsible for Program curriculum and staffing. In charge of finding alternative staffing in the event of time-off requests, illness and/or call-outs.
2. Work Before School Program in a rotation with other Recreation Coordinators or in the event of staff time-off/illness/call outs.
3. Responsible for all Northern Lights submissions and maintenance
4. Responsible for maintaining all Site Children Updates.
5. Responsible for snack orders and deliveries.
6. Cover front desk when needed
7. Any other functions asked by the Parks & Recreation Program Coordinator, Program Director, Assistant Director or Director.

Physical Requirements:

These are physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the organization may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential functions to which it relates, and the proposed accommodation.

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Seeing | <input checked="" type="checkbox"/> Ability to Move Distances | <input checked="" type="checkbox"/> Lifting (specify) |
| <input type="checkbox"/> Color Perception | Within and Between | __40__ Pounds |
| <input checked="" type="checkbox"/> Hearing/Listening | Facilities/Offices | __40__ Carrying (specify) |
| <input checked="" type="checkbox"/> Clear Speech | <input checked="" type="checkbox"/> Climbing | Pounds |
| <input checked="" type="checkbox"/> Touching | <input type="checkbox"/> Ability to Mount and | <input checked="" type="checkbox"/> Driving (local/over |
| <input checked="" type="checkbox"/> Dexterity | Dismount Equipment | the road) |
| <input checked="" type="checkbox"/> Hand | Pushing/Pulling | Other _____ |
| <input checked="" type="checkbox"/> Finger | <input checked="" type="checkbox"/> Typing | _____ |
| <input checked="" type="checkbox"/> Standing | | _____ |
| <input checked="" type="checkbox"/> Sitting | | |

Mental Reasoning Requirements:

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Reading - Simple | <input type="checkbox"/> Writing-Complex | <input checked="" type="checkbox"/> Analysis/Comprehension |
| <input checked="" type="checkbox"/> Reading – Complex | <input checked="" type="checkbox"/> Clerical | <input checked="" type="checkbox"/> Judgment/Decision Making |
| <input checked="" type="checkbox"/> Writing – Simple | <input checked="" type="checkbox"/> Basic Math Skills | <input checked="" type="checkbox"/> Stress |

Work Environment:

- | | | |
|---|--|--|
| <input type="checkbox"/> Shift Work | <input checked="" type="checkbox"/> Outside | <input type="checkbox"/> Pressurized Equipment |
| <input checked="" type="checkbox"/> Works Alone | <input checked="" type="checkbox"/> Extreme Heat | <input checked="" type="checkbox"/> Moving Objects |
| <input checked="" type="checkbox"/> Works with Others | <input checked="" type="checkbox"/> Extreme Cold | <input type="checkbox"/> High Places |
| <input checked="" type="checkbox"/> Verbal Contact w/Others | <input checked="" type="checkbox"/> Noise | <input type="checkbox"/> Fumes/Odors |
| <input checked="" type="checkbox"/> Face-to-Face Contact | <input type="checkbox"/> Mechanical Equipment | <input type="checkbox"/> Hazardous Materials |
| <input checked="" type="checkbox"/> Inside | <input type="checkbox"/> Electrical Equipment | <input checked="" type="checkbox"/> Dirt Dust |

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and/or skills required of all personnel to be classified. Nothing in this job description should be construed as a promise of employment at a particular level or for any particular time frame. This position is an “at will” position. The Town of Colchester reserves the right to determine, in

its sole discretion, which functions are performed by which employees and to make changes to functions or responsibilities at any time, with notice to employees of such changes.

Approvals:

Department Head: _____

Date: _____

Human Resources: _____

Date: _____