

TOWN OF WAYLAND POSITION DESCRIPTION

Title:	Recreation Program Coordinator
Department:	Recreation
Appointing Authority:	Town Administrator
Affiliation:	AFSCME 1
Grade:	G-4
Personnel Board Approved:	02/29/16
Personnel Board Revised:	--

Summary of Duties

Routine to complex administrative, supervisory, support, clerical and record keeping work relating to recreation programs.

Supervision Received

Works under the direct supervision of the Recreation Asst. Director and the general supervision of the Recreation Director.

Performs varied and responsible functions of an administrative and oversight nature, requiring judgment and initiative in accordance with established standard operating procedures; uses judgment in responding to inquiries from the general public and managing workload and assignments. Coordinates work schedule with the Recreation Asst. Director and Recreation Director.

Supervision Exercised

Provides daily supervision to recreational operational program staff and contracted staff employed on a full time, part time and seasonal basis not including beach and snack bar staff.

Job Environment

Work is performed under typical office conditions, with minimal exposure to occupational risks; occasionally work is conducted in the field with possible exposure to various weather conditions. May be required to work outside normal business hours and/or on weekends during cyclic or seasonal periods (e.g. summer recreational activities). May attend night meetings.

Operates standard office equipment including computer, calculator, telephone, facsimile machine, and copier; operates a motor vehicle.

Requires constant contact with Town departments and officials, vendors, various organizations and the general public. Works cooperatively with other community agencies, school administration and staff, parents and children. Contacts are made in person, on the telephone and through written correspondence and require discussing routine program information.

Has access to department-oriented confidential information in the form of subordinate personnel files.

Errors could result in considerable confusion and lower standards of service to the community.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Develops short and long-range plans for Department programming in collaboration with the Director and Assistant Director; creates, designs, plans, and implements community recreational, cultural, social and educational programs for all age groups and levels of proficiency; researches interest, potential participation and viability of proposed programs and analyzes issues of concern relative to potential program offerings; drafts press releases for various media venues.

Oversees special programs and events, summer camps, sports clinics, field trips, workshops, trips and clubs; provides direct site supervision and set-up and instruction for selected programs and special events; may be assigned special projects to manage or activities to facilitate.

Directly supervises all camp directors and staff in the Wayland Escapes, Summer Adventure, and Beach Buddies summer programs; responsible orientation, scheduling work hours; provides input on work procedures; supervises seasonal employees, programs, activities and camp; provides employee performance feedback and end of season evaluations.

Develops, distributes and analyzes program evaluations throughout the year for various programs and classes.

Prepares bills to be paid to accounting on a weekly basis; prepares the weekly/bi-weekly payroll; prepares all cash, check, and credit card deposits for the Treasurer as required.

Provides a high level of customer service answering questions, referring inquiries, and providing responses and information in person, by telephone or mail and/or electronic mail; attends relevant meetings and may represent Town at forums; assists in the general operation of the department to include communicating with residents, program participants, and vendors.

Attends and participates in staff meetings to keep informed of and/or provide input on projects, goals, schedules, and Town and department directives. Keeps Recreation Director and Recreation Assistant Director informed of progress and problems on a regular basis.

Makes hiring, firing, and disciplinary recommendations to the Recreation Director and Recreation Assistant Director; supervises, directs, trains, reviews, and establishes work schedules and work assignments for program and camp staff, either directly or through subordinate supervisors, for all applicable employees consistent with Town-by-laws, policies and procedures.

Oversees administrative functions as designated by the Assistant Director and Director; directs and plans program operations; develops procedures and documents; assists in reviewing, preparing and administering recreation fees and budgets.

Oversees the publishing for four seasonal program brochures mailed out to all residents in the community. Oversees the identifications of teachers for each program, working out contract fees, program dates, program material, investigating new program ideas and finding appropriate instructors; and is responsible for properly publicizing all programs and informing the public of available programs and registration dates.

Works closely with the Recreation Assistant to accomplish all related duties

Participates in Metro West MRPA meetings reporting back to Director of Recreation outcomes of the meetings.

Is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her control.

Performs similar or related work as directed, required or as the situation dictates.

Recommended Minimum Qualifications

Education:

Bachelor's Degree in Recreation and Leisure Studies Education, Physical Education or a related field of endeavor is preferred.

Experience:

Over 2 years recreational program experience in quasi-public or public environment.

Substitution:

None.

Licenses/Certificates:

Must possess a valid driver's license to operate a motor vehicle.

Knowledge, Abilities and Skills:

Thorough knowledge of program administration, office practices and procedures.

Knowledge of the Wayland Community and its interests, department operations, and personnel management preferred.

User knowledge of personal computers and Windows-based software programs; skill and ability to operate a personal computer and a variety of office equipment.

Ability to organize time, self-motivate, work independently and accomplish tasks, despite frequent interruptions.

Ability to read and interpret pertinent State and local laws relating to departmental operations.

Ability to maintain detailed, complete and accurate records.

Excellent communication skills; ability to communicate effectively, both orally and in writing.

Ability to organize projects, accomplish tasks and meet deadlines.

Ability to interact tactfully and effectively with Town employees, supervisors, officials and the general public.

Ability to recruit and recommend candidates for program vacancies.

Strong problem solving, administrative and organizational skills.

Ability to supervise, motivate and direct staff.

Ability to operate a motor vehicle.

Excellent customer service skills.

Strong interpersonal, organizational, management and budgetary skills.

Physical Requirements

Minimal physical effort required when performing functions under typical office conditions. Moderate physical effort required frequently in the field. Frequently required to navigate over various surfaces. While out in field, frequently required to stoop, bend, and reach. The employee must occasionally lift and/or move up to 30 pounds. May spend several hours walking or standing.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.