



# TOWN OF PITTSBORO

Invites applications for the position of:

## Recreation Coordinator

An Equal Opportunity Employer

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<b>HIRING SALARY</b>	\$41,800 – 53,295 Annually (Anticipated Hiring Range)
<b>CLOSING DATE</b>	Open Until Filled
<b>POSITION TYPE</b>	Full-Time
<b>DEPARTMENT</b>	Parks & Recreation
<b>FSLA Status</b>	Non-Exempt

### SUMMARY

Under the leadership of the Director of Parks & Recreation, the Recreation Coordinator plans, develops, manages, and coordinates a wide variety of programs, special events, and camps relating to youth and adult activities. This role is responsible for supervising part-time staff and volunteers and implementing and conducting diversified programs for all ages, including coordination of departmental activities as required.

### ESSENTIAL JOB FUNCTIONS

- Schedule adult and/or youth instructional classes, camps seasonal staff/volunteers, and facilities for programs.
- Prepares and maintains reports, schedules, and payment requests; collects registration, rental, league and program fees.
- Research and evaluate program offerings for best practice methods of meeting community needs.
- Manage contracted programs as lead representative between the Town and contractor.
- Serves as an active member in community engagement and outreach projects for special events and civic area programming.
- Establish and maintain rapport with participants, parents, school staff, administrative officials, and other community partners.
- Compile and monitor volunteer records and statistics, participant waivers, attendance records, participant assessments, progress notes, evaluations, and individual program plan as needed.
- Assists departmental staff with various assessments to ensure program needs are met.
- Utilize recreation programming software for facility booking, class maintenance, and class registration.
- In coordination with the Director and other staff, plan, develop, and organize a variety of special events, including holiday programs and activities.
- Co-manage the marketing for Department programs and events including: advertising and promotional platforms, social media, website content, publications, surveys, etc.
- Perform other duties as required.

### KNOWLEDGE AND QUALIFICATIONS

- Knowledge of the principles and practices of recreation programming.
- Knowledge of current recreation trends.
- Skill in recruitment and training of volunteers.

- Ability to take the lead on certain assigned projects.
- Must be able to formulate ideas and communicate them clearly in an oral, written and concise manner to various levels of management staff and the public.

#### **EDUCATION AND EXPERIENCE**

- Bachelor's degree in Recreation, Sports Management, Physical Education or a related degree with at least 2-3 years of special events, recreation programming, or related experience or an equivalent combination of education and experience.
- Certified Park and Recreation Professional Certification is preferred.

#### **POSITION TYPE/EXPECTED WORK HOURS**

- This is a full-time position. Position may require after hours support and maintenance responsibilities and occasional weekend work.

#### **ADDITIONAL INFORMATION**

- Interested applicants must submit a completed online application to be considered.
- This is a continuous recruitment; review of applications will begin immediately. Prompt application is highly encouraged. Recruitment will close without notice when enough qualified applications are received or all hiring decisions have been made.
- Successful candidates will be subject to a background check and drug screening.
- Applications are available on the Town's website at <https://pittsboronc.gov>
- Mail applications and resumes to the Parks & Recreation Director, Katy Keller, at P.O. Box 759, Pittsboro, NC 27312, or email to [kkeller@pittsboronc.gov](mailto:kkeller@pittsboronc.gov)