

WESTFORD RECREATION COORDINATOR JOB DESCRIPTION

I Official Title

Part-time Town Recreation Coordinator (average of 12-15 hours per week)

II Job Definition

To help plan, implement, organize, and develop the overall function and vision of the Westford Recreation Department and its programs.

III Job Expectations

- Work in conjunction with and directly under the leadership of the Town of Westford and its appointed committee members, policies and procedures
- Attend all scheduled Recreation Committee meetings which meet one to two times per month as well as any other meetings that are deemed pertinent (e.g. Selectboard, Library Trustees, School Board, etc.)
- Collect and organize all recreation program registration forms. Organization consists of compiling program rosters to be submitted to coaches/instructors on or before first practice or class
- Organize town events (Fourth of July, Broomball Tournament, etc.)
- Manage social media accounts (Front Porch Forum, Facebook, websites, etc.)
- Effectively communicate and be available to all coaches/instructors for the purpose of relaying issues, concerns, problems and updates to the Recreation Committee at their monthly meetings
- Assist in the function of editing and advertising Recreation programs and recreation news to the town and school newsletters
- Closely monitor safety standards
- Write grants
- Keep the Rec Committee and Selectboard apprised of issues, concerns and opportunities associated with the administration of Town Recreation programs.

IV Knowledge, Skills and Ability Requirements

- Strong organizational skills
- Detail orientated
- Strong verbal and written communication skills
- Ability to work and deal effectively with committee members, community volunteers, school personnel and town representatives
- Keep an honest and accurate account of monthly hours worked to be submitted to the Recreation Committee on a monthly basis
- Possess program development skills
- Experience with grant writing

Disclaimers

- The above information is intended to describe the general nature of this position and is not to be considered a comprehensive statement of duties, activities, responsibilities, and requirements. Additional duties, activities, responsibilities, and requirements may be assigned, with or without notice, at any time.
- This job description is not an employment contract nor is it a promise of work for any specific length of time.

Equal Employment Opportunity

The Town of Westford is an Equal Employment Opportunity employer.

Employee Acknowledgement

I have received and understand the requirements, essential functions, and duties of the position.

Employee Signature

Date

Employee Printed Name