



RINDGE RECREATION DEPARTMENT

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www.RindgeNH.org

Director: Timothy J. Goodwin



Position Title: **Recreational Sports Coordinator**

Department: Recreation

Reports To: Recreation Director

Date: November 2015

GENERAL SUMMARY:

Under direction of the Recreation Director, to assist in conducting various youth and adult sports programs; assist in organization, promotion, and coordination of special events and activities; and to perform related duties as assigned.

EXAMPLES OF DUTIES:

The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title.

- Assists in planning, promoting, implementing, supervising, and coordinating sports programs and special events.
- Proficiently operates computer and software programs in the design and preparation of press releases, flyers, and printed schedules.
- Promotes interest and participation in sports through public relations and informational programs.
- Assists in the administration of youth and adult sports and recreation classes, including processing registration forms and accepting fees.
- Assists in the recruitment, selection, training, and supervision of seasonal personnel.
- Plans work, schedules, and trains assigned staff and volunteers.
- Responds to citizen inquiries and requests for information.
- Actively researches new sports programs and sponsors, and develops ways to contact and obtain the appropriate coaches and assistants.
- Orders supplies and maintains inventory.
- Works flexible hours, including weekends, evenings, and holidays.
- Opening facilities / closing facilities, and recreational/field maintenance.
- Performs related duties as assigned.
- Generates support and enthusiasm of participants, parents, and staff in recreation programs.

KNOWLEDGE OF:

- Principles, procedures, and requirements used in developing, administering, and coordinating community sports programs adapted to the particular needs of the community (including youth and cultural activities).
- Business letter writing and basic report preparation.
- Public Relations principles and techniques.
- Sportsman SQL Database program.

ABILITY TO:

- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative relationships with the general public and those contacted in the course of work.
- Properly interpret and make decisions in accordance with laws, regulations, and policies.
- Work well independently.
- Work well in a fast paced, often hectic environment, and meet established deadlines.
- Direct and implement recreation programs suited to the needs of the community.
- Perform responsible and difficult work involving the use of independent judgement and personal initiative.
- Operate and use a computer and appropriate software programs for extended periods of time.
- Provide support to senior Recreation Department staff.
- Lift up to 50 pounds.
- Work flexible hours and weekends.

EXPERIENCE AND EDUCATION:

- Any combination of education and experience equivalent to graduation from high school.
- Work experience and/or college course work in recreation or a related field is preferred.
- Experience with common computer applications including MS Word, MS Excel, internet browsers, and SQL database use is preferred.
- CDL driver license with passenger endorsement (preferred)
- ARC Lifeguard (or nationally recognized lifeguard certification) preferred.

NECESSARY REQUIREMENT:

- Possession of a valid New Hampshire Driver's license.
- CPR for infant, child, and adult, and a standard first aid certificate must be obtained within the first 3 months of employment.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**