

# TOWN OF SUFFIELD

83 Mountain Road • Suffield, Connecticut 06078

(860) 668-3840 • Fax (860) 668-3317



**Position:** Parks and Recreation Sports Programmer

**Posted:** January 7, 2019

**Application period ends:** January 21, 2019

## **General Statement of Duties**

Position is responsible for recreation work involving organizing and implementing of recreational activities in public parks and other facilities. Work involves responsibility for planning, supervising, and coordinating varied recreational programs for all age groups designed to meet the recreational needs of the community

## **Essential duties**

1. Participates in the planning, organizing, coordinating, supervising and directing of diversified, comprehensive recreational programs on a year round basis, including seasonal programs, special events and trips. Occasional program instruction when needed.
2. Recruits, hires, trains, supervise and evaluate seasonal, part-time staff and program instructors.
3. Makes routine technical recreational program decisions. Maintains contacts with community organizations along with Special Programs Director.
4. Promotes recreational programs and writes press releases and flyers.
5. Assists with program registrations, collection of fees and other office functions to ensure maximum service to the public.
6. Maintains time sheets and other records; prepares activity and accident reports. Prepares statistical reports on programs.
7. Assists in the preparation of the annual operating budget for assigned recreation programs; plans and directs necessary purchase of supplies and equipment.
8. Contacts organizations to elicit support for ongoing activities. Conducts meetings with staff and volunteers. Attends meetings and conferences for professional development.
9. Coordinates the availability of sports fields and facilities for department programs.
10. Assists the Director with coordinating the daily operations of the (maintenance staff.) Assists conducting inspections of fields and facilities.
11. Secures annual bids for sports programs.
12. Fills in when program supervisors and instructors are unavailable.
13. Is the department liaison to non-departmental sport organizations.
14. Coordinates the departments "Sports Council" and administers all aspects of the committee.

15. Works collaboratively with department staff and partners to create, and implement new and innovative outdoor programming throughout the Town of Suffield, its trails, parks and facilities.
16. Maintains positive working relationships with school officials, community groups and the public regarding program offerings and coordination of services; promptly and cordially responds to citizen inquiries, feedback and complaints pertaining to services and facilities.
17. Provides excellent customer service experience and ability to build and maintain strong working relationships with commissioners, co-workers, contractors, staff and the community.
18. Performs all related work as needed.

### **Minimum Qualifications**

#### **Education & Experience:**

A bachelor's degree from a recognized college or university in recreation plus two years of progressively responsible recreation program experience or an equivalent combination of education and experience.

#### **Knowledge, Skills and Abilities:**

1. Considerable knowledge of the principles and practices of public recreation programs.
2. Considerable knowledge of the methods and techniques of recreation/sports programs administration.
3. Considerable ability to work with large or small groups to instruct and functionally supervise others.
4. Ability to prioritize, manage time efficiently and devise solutions to immediate problems without much time for consideration.
5. Ability to use Microsoft Suites, including but not limited to Word, Outlook, Excel, Publisher, Access, Registration Software and ability to learn other applications.
6. Considerable ability to communicate clearly and concisely both orally and in writing.
7. Ability to read and interpret moderately complex documents and to write standard reports.
8. Considerable ability to establish and maintain effective working relationships with coworkers, civic groups, other municipal agencies and the general public.

#### **Additional Eligibility Requirements:**

1. Valid active driver's license, safe driving record and the ability to travel.
2. Must obtain CT Class "A" Endorsement for student transportation, CPR, and First Aid, clearances within six weeks of hire.

#### **Expected Hours of Work:**

This is a full time position, 35 hours per week and hours of work and days are currently Monday-Thursday 8:00am – 4:30pm and 8:00am – 1:00pm on Fridays. The hours may be subject to change. This position occasionally requires long hours beyond those scheduled hours, including evenings and weekend work as job duties demand. The hours may be subject to change and will vary by season and programming needs. Work outside of the normal week hours may be required.

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## **Compensation and benefits**

Hourly rate of \$25.47 • paid holidays • paid sick and vacation days • medical, dental and vision insurance • defined contribution plan with Town match • short-term disability, long-term disability and life insurance. All benefits are defined in the Town Hall union contract.

## **How to apply**

Internal applicants, please submit letter of interest and resume to HR Director by the end of application period.

Applications can be found on the Town of Suffield's web page [www.suffieldct.gov](http://www.suffieldct.gov) under town departments/Human Resources. Mail or e-mail completed application and resume to: The Town of Suffield, Attention Karin Ziemia, Director of Human Resources, 83 Mountain Road, Suffield, CT 06078, [kziemia@suffieldct.gov](mailto:kziemia@suffieldct.gov)

*The Town of Suffield is an equal opportunity employer m/f/d/v  
the above posting is intended as a guide and is not a complete description of the position or process.*