



## **Program Coordinator Permanent Part Time**

The Town of Stratford is currently accepting applications for the position of Part Time Program Coordinator for the Recreation Department

### **Summary**

Organizes and directs specific recreation programs by performing the following duties personally or through subordinate staff. Activities include but not limited to: training staff for specific programs, schedule and supervise staff, conduct employee evaluations.

- Plan, supervise and schedule programs/leagues/staff
- Organize participant list to ensure program(s) are cost effective.
- Conduct programs according to department policy.
- Maintain and generate records and reports. Maintain and update programs/league schedules on website.
- Responsible for issuance and maintenance of equipment.
- Perform Emergency First Aid and CPR when necessary.
- Train and supervise staff and volunteers. Evaluate staff at end of program.
- Be on site for first and last day of programs.
- Answer & provide customer service and data entry.
- Other related duties as assigned.
- Must be able to work nights and weekends.

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

### **Education and/or Experience**

Associates degree from an accredited college/technical school (bachelor degree preferred) or six months to one year related experience and/or training or equivalent combination of education and experience.

### **Certificates, Licenses, Registrations**

CPR, First Aid, Current valid Driver's License

**Salary:** Hourly rate, 19.5 hours per week, year round

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