

Town of Boxborough, MA

POSITION: Recreation Services Coordinator

DEPARTMENT: Recreation/ Human Services

FLSA STATUS: Exempt

REPORTS TO: Human Services Director

GENERAL SUMMARY:

The purpose of this position is to perform a variety of department management functions and duties including, the overall management of Town-sponsored recreation programming. Responsibilities will include marketing, registration, instruction, accounting, supervision, as well as daily management of programs.

SUPERVISION SCOPE

Works autonomously under the direction of the Human Services Director within the policies established by the Select Board and guidelines established by the Recreation Commission.

SUPERVISION RECEIVED

Works under the direct supervision of the Human Services Director. Manages own workload. Work activities require independent action and judgment as the department head may not be available to address issues

SUPERVISION EXERCISED

Provides supervision and guidance to seasonal support staff and volunteers who work on recreation programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, organizes, schedules, coordinates and supervises a community recreation program with year-round activities for children, teens and adults.
- Supervises the seasonal recreation coordinators for each program. The position is responsible for the recruitment and onboarding of the coordinators.
- Coordinates schedules for programs.
- Orders necessary equipment and supplies.
- Ensures program and compliance rules are followed.
- Identifies and recommends programs to fill gaps in recreation services throughout the community, and implements approved programs.
- Plans and implements vacation week programming and town-wide special events, for example Winterfest, Flerra Summer Program, Run BXB, and other events sponsored by the Recreation Commission.
- Initiates and coordinates collaborative activities with other community organizations. Develops and manages annual recreation and event-based budgets in accordance with Town protocols.
- Develops and implements a comprehensive marketing and advertising program for recreation programs and encourages participation through appropriate media channels.

- Investigates and takes corrective action on resident complaints related to recreation programming and facilities.
- Prepares and presents programming updates at monthly Recreation Committee meetings.
- Performs other related work as required or assigned.

OTHER DUTIES AND RESPONSIBILITIES

The duties listed above are intended only as examples of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

REQUIRED MINIMUM QUALIFICATIONS

Education and Experience

Bachelor's degree with a strong background in a recreational sports setting, such as but not limited to Recreation, Leisure Services, Sport Management or Education. At least one (three preferred) years of increasingly responsible experience in the management of recreational, health and fitness, social and cultural programs and facilities, or equivalent combination of education and experience. Holding or able to obtain necessary licenses and certifications in accordance with the Board of Health Regulations. Prior to employment and each year thereafter, individual will be subject to a Criminal Offender Record Information (CORI) check in compliance with MGL, Chapter 6, § 172C, as amended.

Special Requirements

American Red Cross Standard First Aid, American Red Cross CPR certifications preferred. Certificate from National Recreation and Park Association and Certificate from Massachusetts Recreation and Park Association desirable.

DESIRED KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge: Thorough knowledge of theory and philosophy of recreational programming and understanding of the varied and numerous needs of and opportunities for provision of service for the diverse demographics of the community. Knowledge of emergency first aid and procedures.

Ability: Ability to efficiently, effectively and diplomatically interact with government agencies and officials, other Town of Boxborough departments and employees and the general public and to supervise and evaluate the work of employees and contractors. Ability to be creative and responsive to the community's needs for active and passive recreation and to interpret and enforce regulations firmly, tactfully, and impartially. Ability to maintain complete and accurate records and prepare reports.

Ability to operate a computer and standard office equipment at efficient speed. Ability to use a computer and view screen for extended periods of time.

Skills:

Excellent customer service, public relations and oral and written communications skills. Skill in the management of personnel and resources to achieve desired objectives and to effectively coordinate and integrate public and private sector efforts.

TOOLS AND EQUIPMENT USED

Microsoft Office Suite/Google Workspace, social media applications, online scheduling software, and other computer software as needed to perform the tasks above.

PHYSICAL REQUIREMENTS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Light physical effort is required to perform office duties. Moderate effort is required in the field. The employee is frequently required to use hands to operate equipment and to reach with hands and arms; the employee is frequently required to sit, speak and hear, and may occasionally lift and/or move objects weighing up to 30 pounds. Vision requirements include close vision, distance vision, and color vision, the ability to adjust focus, the ability to read routine and complex documents and use a computer. Ability to operate a motor vehicle.

The physical demands listed are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job.

WORK ENVIRONMENT

Most work is performed under typical office conditions; work is frequently conducted outdoors engaged in physical activities. The workload is subject to seasonal fluctuations. The nature of the work requires irregular work schedules, including evening and weekend hours, attendance at meetings and response to emergency situations.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position.

This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Recommended: January 8, 2024

Revised: February 8, 2024

Approved (Name): Personnel Board

Approved (Date): February 13. 2024