



Bristol Recreation Department

**PO Box 249, Bristol, Vermont 05443 Phone: 453-5885 Fax: 453-5188 or
www.BristolVtRec.com e-mail: RecDirector@BristolVt.org**

POSITION TITLE: Program Coordinator

RECREATION DEPARTMENT MISSION STATEMENT

The Bristol Recreation Department is committed to offering lifelong learning opportunities through a wide range of quality recreational and performing arts activities to people of all ages.

SALARY: \$18.00 - \$23.00

A competitive benefits package is included

REPORTS TO: Recreation Department Director (40 hours)

HOURS: Mon - Fri 9:00 AM-5:00 PM Hours flex as needed, some weekend and night hours as necessary

POSITION SUMMARY

The Bristol Recreation Program Coordinator will work as part of a small team to support the Recreation Department in program development, overseeing activities and programs, and administrative support. They will be the primary person overseeing the Bristol Youth Sports Program which will account for 50% of their time. Occasionally the Program coordinator may need to help at the Bristol Hub Teen Center.

Duties and Responsibilities

- Plan and orchestrate programs and activities that cater to a wide variety of community members, collaborating with other team members
- Maintain Recreation Department website using MyRec software
- Help maintain the Recreation Department's social media (Facebook and Instagram)
- Provide instructors with class rosters, and pertinent participant information
- Coordinated partnerships between community groups, and various town committees
- Assist in researching grants to benefit the Recreation Department
- Assist in the supervision and management of seasonal and part time staff and volunteers
- Assist in the preparation of the annual budget and organize purchasing for summer camps

- Plan, organize and coordinate community events, programs, and classes
- Maintain program supplies and equipment
- Assists in management of rental/use of recreational buildings, Hub Teen Center, and Parks.
- Take on the role of Parks Manager, check on parks once a week, maintain a maintenance plan and attend Conservation Committee meetings once a month.
- Serve as coordinator for Bristol Youth Sports, including connecting with coaches, organizing teams, purchasing, and organizing events.
- Positively represent the town of Bristol and Recreation Department when in the community
- Build connections with community members, agencies, and other programs to further strengthen BRD and the overall community
- Support the Bristol Recreation Department and Hub at events, representing the town and department
- Serve as a general information site for many in the community.
- Occasional support the staff at the Hub during drop-in hours
- Work with the staff to maintain infrastructure and equipment
- Requires the ability to lift 50 lbs.
- Requires some evening and weekend hours.

Knowledge and Experience

- Associate degree required; Bachelors recommended. Years of experience in a related field may, but not necessarily will, offset education requirements.
- Minimum of one year's experience in staff management/supervision.
- Minimum of one year's experience working with youth
- Experience in community building
- Meet frequent deadlines and time pressures with a positive attitude.
- Communicate effectively both orally and in writing.
- Knowledge and experience with various computer applications.
- Attain CPR/AED and First Aid certification.
- Pass criminal background check.

Desired Attributes

- Demonstrates a desire to serve others and fulfill community needs.
- Works effectively with people of diverse backgrounds, abilities, opinions, and perceptions.
- Demonstrates effective leadership and strategic planning.
- Makes sound judgements and transfers learning from one situation to another.
- Embraces innovative approaches and discovers ideas to create a better guest experience.
- Strives to meet or exceed goals and deliver a high value experience for guests.

- Pursues self-development that enhances job performance.
- Demonstrates an openness to change and seek opportunities in the change process.
- The ability to listen and interact with youth to tailor successful programming.
- Able to work in fast paced work environment
- Excited about creating positive community spaces
- Ready to advocate for the needs of underserved community members
- Present positive role modeling through interactions with all ages in the community

Interested parties should submit a cover letter and resume to recdirector@bristolvt.org by August 16th.

The Town of Bristol is an equal opportunity provider and employer and does not discriminate on the basis of race, color, national origin, age, disability, religion, gender, or familial status.