The Town of Highgate Parks & Recreation Commission is now accepting applications for the part-time position of Recreation Program Coordinator.(There is a possibility that this position will become full time with benefits starting in July pending job performance and budget approval in March)
The successful candidate will undergo a complete background check including reference checks, criminal and driving record checks prior to final offer of employment. To view the full job description and application form- visit http://www.highgatevt.org or email request to hbvalenta@highatevt.org, or call 868-4697. To apply, submit your resume, cover letter, and Town application to Town Admin, PO Box 189 Highgate, VT 05459 or hbvalenta@highgatevt.org by October 16th at 4:30pm .

Recreation Program Coordinator – Part Time / Year Round
Highgate Parks & Recreation

Job Description:
The Recreation Program Coordinator (RPC) is responsible for assisting in the development of a diverse year-round recreation program including summer camps. This will include planning, organizing, implementing, supervising, and evaluating activities and events to meet the needs of the Highgate and surrounding communities.

Work Schedule:
The normal work schedule is 20-25 hours per week, Monday through Friday with some nights, weekends and holidays required. Since the demands of the job can vary by season there is some flexibility in the schedule.
The RPC will work under the general supervision of the Parks & Recreation Commission to outline general policies, assign duties, and review work for the conformance of meeting required standards; performs regular duties on own initiative, exercising a high degree of judgment and tact.

Supervision Exercised:
RPC may be asked to assist the Parks and Recreation Commission in the supervision of temporary employees and volunteers.

Example of Duties:
~ Plans, schedules, implements, and evaluates year-round activities and events for the department.
~ Develops new recreational activities to meet the needs of the community, while enhancing existing programs.
~ Tends to the daily operations of the facilities and programs including opening and closing procedures.
~ Assists the Director of Parks & Recreation with recruitment, training, supervision, and evaluation of staff and volunteers for department programs, activities and special events.
~ Monitors conditions, needs, and trends affecting recreation programs and facilities. Attends meetings and conferences required to keep up with trends, trainings, and certifications. Meets with community groups to gather ideas and discuss plans.
~ Creates program records such as contracts, schedules, and payroll documentation to ensure they are accurate, up-to-date, and properly filed.
~ Coordinates, reserves, and sells all indoor and outdoor facility space for department programs, activities, rentals, and special events; helps prioritize field space and building use.

~ Coordinates advertising and marketing for department programs and events including press releases, social media outreach, department email lists and program guides.
~ Sells facility advertising space to area businesses.
~ Maintains office coverage to handle registrations, inquiries, requests, and complaints from the public regarding recreation programs and facilities bookings.
~ Carries out customer service-related activities with professionalism including answering questions through phone, email, and contacts through social media.
~ Helps customers navigate online registration system as needed.
~ Maintains program and participation records, and other associated records and documents to monitor program effectiveness.
~ Responsible for developing and ordering supplies for assigned programs while following approved program budget.
~ Assists in preparing the department annual budget and recommends program expenditures.
Performs other related duties as assigned

Physical Effort:
RPC duties may involve sitting for long periods, standing/walking for long periods, reaching, bending, pushing/pulling/lifting/carrying objects weighing over 50 pounds, crouching/kneeling, and handling/grasping/fingering objects.

Working Conditions:
RPC performs duties inside and outside the parks and recreation facilities, involving exposure to adverse weather conditions, noise, dirt, dust, power tools, toxic chemicals, and heavy machinery, for which safety precautions must be followed at all times to prevent injury to self and others. RPC occasionally works extended, weekend and/or evening hours.

Details:
Camp/Organization: Highgate Parks and Recreation
Location: Highgate, Vermont
Type of Position: Program Coordinator
Time Frame: Year Round
Salary: The starting wage for this position is $17.40/hour, with a wage increase up to 5% upon successful completion of 6-month trial period.

Requirements:
Knowledge of modern recreation practices, procedures, and equipment.
Knowledge of and/or ability to learn computer use to include Microsoft Office applications, MyRec.com registration software, website/social media updates and general internet research capabilities.
Valid drivers license and acceptable driving record.
Certification in CPR/AED and Standard First Aid or willing to obtain.

Minimum Qualifications:
Duties require knowledge of recreation program and event planning equivalent to 1 to 3 years of related experience.
Bachelor's degree preferred, or equivalent combination of education and experience.