



Town of Plainfield Recreation Department

Part-time Senior Program Coordinator

Compensation: \$20.00 per hour

Reports To: Recreation Director and Assistant Director

Work Schedule: Tuesday-Thursday 9am-12pm. This position functions as 9 hours per week.

**Parks &
Recreation**

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Position Summary: Performs a variety of duties assisting the Recreation Director and other department staff with daily operations, senior programming, and community event planning under the guidance of the

Recreation Director. Successful candidate is responsible for coordinating, recruiting, and supervising senior activities/programs. Additionally, the applicant should possess the ability to assess community senior recreation needs and initiate, organize, and follow-through on programs and projects. Strong communication skills are needed to present ideas and programs to appropriate individuals and groups. The position will also include marketing and clerical support for the department. Availability to work off hours to run programs and services as needed. Applicants will be subjected to and must pass a drug test and criminal background check.

Essential Functions:

- Plans, promotes, coordinates, oversees and evaluates program(s) and/or special events.
- Develops promotional materials for program communication through brochures, social media, website, press releases, flyers and email communications.
- Responsible for arranging facility requests, equipment and staff.
- Coordinates registration procedures.
- Prepares reports as needed.
- Performs additional duties as directed by the Recreation Director.

License or Certificate:

- Requires valid driver's license, good driving record, and provide own transportation.

Minimum Qualifications

- Qualifications include High School Diploma or equivalent.
- Ability to successfully complete or have the American Red Cross CPR/First Aid Certification (training provided)
- Must be able to work with people of various ages, gender, race, ethnicity, and socio-economic backgrounds
- Must be 18 years or older.
- Applicants must have desirable phone etiquette with outstanding customer service experience and possess friendly interpersonal skills.
- Ability to perform cashier duties accurately.
- Ability to effectively meet and deal with the public.

- Ability to communicate effectively verbally and in writing.
- Ability to handle stressful situations.
- Computer experience, knowledge of office equipment and general office procedures.
- Must be extremely organized and possess the ability to organize and prioritize work.

Preferred Qualifications

- Two (2) years' experience working in a recreation department or any equivalent combination of experience and education.

Working conditions:

- Work may be performed in an outdoor environment.
- May be subjected to varying weather conditions such as hot and humid or cold and rainy.
- Most work will be performed in an office setting with frequent interruptions.

Additional Information:

- Background check and drug screening are required prior to employment

*This is not an exhaustive list of all responsibilities, requirements, or working conditions associated with this job. The Plainfield Recreation Department reserves the right to make changes to the above job description whenever necessary.

The Town of Plainfield is an Affirmative Action/Equal Opportunity Employer.

Application Directions: Go to plainfieldct.org to find the Town of Plainfield Employment Application. Please submit the application, resume, and cover letter to the HR Director, Virginia Oliver at voliver@plainfieldct.org.