RINDGE RECREATION DEPARTMENT

283 Wellington Road, Rindge, NH 03461 | (603) 899-6847
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RECREATION PROGRAM COORDINATOR

Department: Recreation	Reports To: Recreation Director
Status: Full-Time	Salary Range: $50,000–$60,000 annually
Schedule: Flexible; includes evenings and weekends	Location: Rindge, New Hampshire

POSITION SUMMARY

Under the direction of the Recreation Director, the Recreation Program Coordinator plans, coordinates, and oversees year-round recreation programs, with primary responsibility for the Department's youth and adult sports programs and annual summer camp. The Coordinator helps develop programs that meet community needs; supervises seasonal staff and volunteers; and supports program operations, facilities, events, registration, and public communication.

KEY RESPONSIBILITIES

- Plan, organize, implement, and evaluate year-round recreation programs, activities, and special events.
- Oversee the Department's youth and adult sports programs, including coordinating schedules, facilities, coaches, officials, equipment, registrations, and communication with participants and families.
- Serve as Director of the annual summer camp, overseeing camp planning and daily operations, staff recruitment and training, scheduling, safety procedures, and communication with families.
- Recruit, train, schedule, and supervise seasonal employees, coaches, instructors, and volunteers.
- Assist with program budgets, purchasing, equipment and supply inventory, registration, fee collection, and related records and paperwork.
- Prepare and distribute program information, flyers, schedules, press releases, and other communications using appropriate computer software.
- Coordinate facility reservations and use, including opening and closing facilities, arranging event insurance when required, and supporting field and recreation-area maintenance.
- Respond to questions from residents and participants and build positive working relationships with Town officials, schools, community organizations, staff, and the public.
- Research community needs and opportunities for new programs, partnerships, and sponsorships.
- Perform other related duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES

- Strong organizational, communication, customer service, and leadership skills.
- Ability to plan and manage multiple programs and priorities, meet deadlines, and work independently in a fast-paced environment.
- Ability to recruit, train, and supervise staff and volunteers and establish effective working relationships.
- Ability to communicate clearly in person, by phone, and in writing; exercise sound judgment; and follow applicable laws, regulations, and Town policies.
- Comfort using common computer applications, including Microsoft Word, Excel, Canva, and recreation registration software.

EDUCATION & EXPERIENCE

- High school diploma or equivalent required.
- Experience working in recreation, sports programming, camp administration, or a related field preferred; equivalent education and experience will be considered.
- Experience with Microsoft Office, Canva, and RecDesk or similar registration software preferred.
- Class B CDL and lifeguard certification preferred.

REQUIRED QUALIFICATIONS

- Valid New Hampshire driver's license.
- Ability to obtain CPR certification for infants, children, and adults, along with standard First Aid certification, within the first three months of employment.
- Ability to lift up to 50 pounds and work a flexible schedule, including evenings and weekends.

This job description describes the general nature and level of work performed and is not intended to be an exhaustive list of duties or responsibilities. Employees must be able to perform the essential functions of the position, with or without reasonable accommodation, in accordance with the Americans with Disabilities Act.