



## **PART-TIME RECREATION COORDINATOR Town of Hollis, NH**

The Town of Hollis is seeking qualified candidates for a part-time Recreation Coordinator (\$5k-\$10k). The Recreation Coordinator is responsible for scheduling recreation programs, supervising seasonal staff/volunteers, preparing budgets, facility management and working with the Recreation Commission to provide diversified recreation programs and activities for all ages. The complete job description can be found at [www.hollisnh.org](http://www.hollisnh.org). All interested individuals should send a cover letter and resume to Christine Herrera, Assistant Town Administrator, 7 Monument Square, Hollis, NH 03049. The position will remain open until filled, however interested individuals are encouraged to apply on or before **December 28, 2018**. Questions may be directed to Christine Herrera at [cherrera@hollisnh.org](mailto:cherrera@hollisnh.org) or 603.465.2209 X-103.

**TOWN OF HOLLIS**  
**Recreation Coordinator**

**JOB SUMMARY**

The position is primarily responsible for creating and managing successful recreation programs by performing professional administrative and supervisory work in coordination with town employees, departments, schools, athletic and cultural organizations and other similar groups.

**COMPENSATION AND HOURS**

This position is classified as an exempt position in accordance with the overtime provisions of the Fair Labor Standards Act (FLSA). Annual salary is established by the Board of Selectmen. Position requires irregular hours during the week, evening and weekend and attendance at evening meetings and hearings as required.

**SUPERVISION RECEIVED**

The position exercises considerable initiative and independent judgment in performing administrative and supervisory work for the operation of the recreation department. It reports directly to the Board of Selectmen and receives general supervision and guidance from the Recreation Commission.

**SUPERVISION EXERCISED**

Supervises department employees and volunteers and is responsible for employee training, evaluation and discipline.

**EXAMPLES OF ESSENTIAL DUTIES**

1. Organize, direct and control all resources of the department in accordance with department and town policies, community expectations and applicable laws and regulations.
2. Recruit, hire, train, and supervise staff and volunteers to ensure that work is performed in accordance with department and town policies regulations and safety procedures.
3. Prepare and manage annual budget for recreation programs and facilities and make routine purchases and expenditures in accordance with the Towns purchasing policy; develop alternative funding sources for programs and facility improvements.
4. Collect and accurately account for recreational revenues in accordance with department and town policy.
5. Attend Recreation Commission monthly meetings; prepare Recreation Commission meeting agenda, post meeting notice and finalize meeting minutes;
6. Prepare and present reports to the Recreation Commission, Board of Selectmen and general public as requested and recommends adoption of policies and procedures to meet present demands and new laws.

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7. Develop, plan, coordinate and implement, in concert with the Recreation Commission and Board of Selectmen, a broad and diversified program of recreational activities and services to meet the needs of the public.
8. Respond promptly to phone and electronic messages and other public inquires, investigate and resolve complaints or refer to appropriate individual or department for resolution.
9. Work harmoniously and coordinate with Town departments, Boards and Committees, School district, general public, media and private organizations.
10. Promotes recreation by publicizing programs in newspapers, website, community television, radio, brochures, posters, and other literature and media. Attends meetings of various civic or sports groups and any other meetings for direct recreational promotion or input.
11. Studies conditions, needs, and trends affecting the recreation requirements of the Town. Anticipates future trends; meets with community groups to gather ideas and discuss plans. Develops short and long range plans and goals to meet community needs for recreation space, facilities, personnel, and programs.
12. Schedules any outside activities on Town recreational property, including school activities, lessons and various league activities. Coordinates activities between Town leagues and sports organizations.
13. Performs other related duties as required.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

Knowledge of the principles and objectives of recreation administration and of activities which make up a community program; knowledge of the facilities and equipment needed in a recreation program; knowledge of a wide variety of recreational activities; knowledge of human behavior as applied to various groups participating in recreational activities; knowledge of park and field maintenance. Skill in working with people of all ages on a continuing basis. Ability to plan, organize, coordinate, direct, and evaluate the activities and personnel involved in a recreation program; ability to endure periods of heavy workload or excessive stress; ability to plan and exercise judgment in new or constantly changing problems; ability to formulate decisions and advise the Town Selectmen on matters pertaining to Department policy; ability to develop and administer a budget and maintain records on the Department's operations; ability to establish good community relations; ability to establish and maintain effective working relationships with employees, Town officials, civic organizations, and the public.

**MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS**

Graduation from high school or GED plus at least three years of progressively responsible supervisory and administrative experience or any equivalent combination of education and experience which demonstrates possession of required knowledge, skills, and abilities. Possession of a valid driver's license is required.

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**PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS**

For communicating with others, talking is required; for receiving information and instructions from others, hearing is required; and for doing the job effectively and correctly, sight is required. Required to use hands to finger, handle, and feel objects, tools, or controls; required to reach with hands and arms. Position requires long seasonal and irregular hours and participation in physical activities. Employee may be required to walk or stand for extended periods of time. Ability to exert up to 30 pounds of force in lifting, carrying, pushing, and pulling in order to move objects.

(The physical demands described here 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.)

**POSITION HISTORY**

Adopted 2000  
Amended 2008  
Approved 01/11/10  
Amended 2018  
Approved 11/26/18

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Mark Le Doux, Chairman



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Peter Band

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David Petry, Vice-Chairman

  
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Frank Cadwell

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Date

11/26/18