

**Town of Durham, New Hampshire  
Parks & Recreation Department  
Part-time Program Coordinator**

Position Title:        **Program Coordinator**                      Department:        Parks & Recreation

Reports To:            Director of Recreation                      Date:                December 2018

**GENERAL SUMMARY:**

The Town of Durham Parks & Recreation Department seeks a motivated, energetic and detail oriented individual to assist the P & R Director with planning, organizing and implementing a variety of programs, summer day camps, and events for the residents of Durham and neighboring communities. Candidate will also assist with the administration and supervision of the department in accordance with the established policies and procedures.

**ESSENTIAL JOB FUNCTIONS:**

- Assists Director in all department programming, including all aspects of staffing, training, and program development.
- Ensures established safety and security rules and regulations are followed.
- Maintains positive working relationships with all staff, contracted businesses/organizations, and volunteers. Must keep direct lines of customer friendly communication open with the public.
- Plans and/or assists with planning short and long-range programs, fundraisers, and special events for all ages of the general public.
- Chaperones department-related day and/or evening trips as needed.
- Assists with program registrations and phone coverage, as needed.
- Assists in marketing programs and events for department.
- Coordinate special assigned programs and events.
- Assisting with seasonal maintenance of Churchill Rink and parks as needed.
- Staff programs or facilities such as camps, general programs, and Churchill Rink.
- Assist with ordering supplies for programs, events, and facility

**PREPARATION, KNOWLEDGE, SKILLS & ABILITIES:**

Duties require knowledge of parks and recreation equivalent to completion of a Bachelor's degree in Recreation Administration, Physical Education, Sports Management, or Outdoor Recreation.

Knowledge of the principles and objectives of recreational and leisure service programming and administration.

Knowledge of a wide variety of recreational activities and recreational needs of a variety of people of all ages.

Knowledge of recreational equipment and its usefulness in widely diversified recreational programs.

Knowledge of safety precautions and sound risk management practices in the operation of recreational and leisure time programs and activities.

Ability to supervise staff in work tasks and functional duties.

Ability to communicate effectively, both verbally and in writing, and to make effective public presentations.

Ability to establish and maintain effective working relationships with others.

### **WORKING CONDITIONS/PHYSICAL DEMANDS:**

Periods of outside work, subject to all weather conditions and extremes.

May require lifting boxes of program equipment, uniforms, and supplies.

Periodic nights and weekends required, as needed.

May spend periods in the office, on telephone, or operating other office machines, requiring eye-hand coordination and finger dexterity.

### **COMPENSATION:**

Part-Time, Year Round (20 hours/wk. for 40 weeks during the school year and 40 hours/wk. for 12 weeks during the summer). \$13-\$15/hour, depending on experience.

To apply, send completed employment application, resume and cover letter to Parks and Recreation Director, Rachel Gasowski, located at 2 Dover Rd. Durham, NH 03824 or via email at [rgasowski@ci.durham.nh.us](mailto:rgasowski@ci.durham.nh.us) by December 28th, 2018. Employment applications can be found by visiting [HERE](#).

*The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.*

<p><b>*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.</b></p>
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Approved December 2018