

## Job Posting

### Recreation Program Coordinator

The Program Coordinator is responsible for the successful operations of programs in the areas of Day Camps, Before and After School Programs, Seasonal Sports and Recreation, and others as assigned. The Coordinator is responsible for ensuring quality of service through creative planning, ongoing evaluation and problem solving. The successful candidate has proven skills in supervising and leading a team of individuals and in developing and delivering quality recreation programs for children and families. The successful candidate must have strong customer service, planning, financial management, and written and oral communication skills. Excellent organization and time management skills are necessary to succeed in this role as it requires the ability to manage multiple tasks and projects and meet deadlines with minimal supervision.

Key Responsibilities include:

- Assisting in selecting, training and developing part-time staff.
- Assisting with scheduling and payroll
- Directly supervising a team of full-time Recreation Programmers and Supervisors
- Ensuring ongoing financial and risk management
- Ensuring a high level of program quality while maximizing the use of effective resources

Required qualifications include:

- College or University degree in recreation, sports, or a related field.
- Proven experience in developing and delivering quality programs, specifically in a Day Camp and/or After School setting
- Standard First Aid & CPR C
- Minimum of two years working in a program development role
- Minimum of two years of experience directly supervising staff

Preferred qualifications (DRA will provide training)

- Non-Violent Crisis Prevention & Intervention
- HIGH FIVE: Principles of Healthy Child Development
- HIGH FIVE: QUEST2

The Program Coordinator reports directly to the Program Manager.

Salary range is \$42,000 to \$53,000 per year based on a flexible 40-hour work week.

Start date is as soon as possible.

**Please apply by January 17<sup>th</sup> to:**

Robin Cloutier, Recreation Director

[rcloutier@dovercourt.org](mailto:rcloutier@dovercourt.org) Please indicate the position in the subject line.