

Job Posting

Recreation Program Coordinator

The Program Coordinator is responsible for the successful operations of recreation programs including sports, dance, and art, as well as assisting in the operations of day camps, special events, 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. Ideal candidates have significant experience in direct program delivery (ie teaching or coaching) in a community sports/recreation setting

Key Responsibilities include:

- Assisting in recruiting, training, and developing part-time staff.
- Assisting with scheduling and payroll
- Ensuring ongoing best practices in financial and risk management
- Ensuring a high level of program quality while maximizing the use of effective resources
- Developing lesson plans or assisting others with lesson and program plans

Required qualifications include:

- College or University degree in recreation, sports, or a related field
- Proven experience in delivering quality programs for children and families
- 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

- HIGH FIVE: Principles of Healthy Child Development
- HIGH FIVE: QUEST2

The Program Coordinator reports directly to the Recreation Manager.

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

Applications will be accepted until the position is filled.

Robin Cloutier, Recreation Director

rcloutier@dovercourt.org

Please indicate the position in the subject line.