

JOB TITLE: PROGRAM COORDINATOR

JOB SUMMARY: The Program Coordinator is a full-time non-exempt position responsible for assisting the Recreation Director in the development, planning, marketing/promotion and execution of a diverse recreation programs for the residents of the Town of Stratham. The Program Coordinator has a hands-on role in managing a schedule of annual programs and events.

SUPERVISION RECEIVED: Works under the administrative direction of the Parks and Recreation Director and the general policy direction of the Select Board in accordance with NH RSAs; duties are performed independently requiring the significant exercise of judgment and initiative.

EMPLOYMENT STATUS: Full-time (40 hours per week). This is a full-time hourly position. Position requires variable hours, including regular work on nights and weekends.

KNOWLEDGE, SKILLS AND ABILITIES

- Highly organized with the ability to manage multiple, simultaneously occurring programs/projects
- Excellent verbal and written communication skills
- Ability to establish and maintain professional relationships with other town employees, civic groups and the general public.
- Understanding of current Recreation programming trends.
- Ability to work with large or small groups.
- Ability to utilize various digital systems, including Microsoft Office, social media platforms and other software utilized by the Recreation Department.
- Schedule flexibility (nights, weekends and early mornings)
- First Aid, CPR & AED certified.

DUTIES AND RESPONSIBILITIES:

(The listed examples are illustrative only and are not intended to include all duties found in this position.)

- Stratham's youth Recreation league sports programs (soccer, basketball, baseball & softball)
- Plan and coordinate Senior Citizen activities, programs and events
- Stratham Summer Camps, assist with administrative responsibilities
- Annual SHP Summer Race series: Trail Running, Mountain Biking (each 4 weeks)
- Stratham Ski Clubs
- Community 'Bus Trip' Outings for residents (4-6 events annually)
- Assist in the organization and implementation of multiple large community events
- Schedule field usage, field and room rentals
- Plan, organize and administer a comprehensive community Recreation program as detailed in the above summary.
- Develop new programs and assist in the Recreation recruitment, training and management of all program volunteers and vendors.

- Schedule and coordinate the use of community facilities, including athletic fields, municipal center, Stratham Hill Park and the SMS school gymnasium and cafeteria/auditorium.
- Design and produce marketing assets to promote Recreation Department-sponsored programs, including printed collateral (info flyers and posters), content for Stratham Magazine, digital and social media marketing.
- Management of all vendors and volunteers involved in the execution of programs and events.
- Liaison to other town offices, including Stratham Memorial School & Stratham Memorial School PTO, Stratham Police Department, Stratham Fire Department and Highway Department.
- Establish and build partnerships with neighboring communities to further evolve cooperative community offerings.
- Manage program/event registrations, including the collection of participation fees
- Assist in the management Department financials (Accounts Payable and Accounts Receivable), working with the Finance Department to monitor the Recreation Revolving account and providing monthly reporting to the Recreation Director.
- Manage inventory of all equipment for programs and events.
- Training for coaches for specific sports (medical and sport specific)
- Manage and administer customer surveys.
- Assist Director with writing and updating Department policies.
- Create, develop and implement marketing strategies for the Department.
- Perform other duties as assigned.

PHYSICAL REQUIREMENTS: Minimal physical effort required to perform functions under typical office conditions. Position requires the ability to operate a keyboard and standard office equipment at an efficient speed. The employee is required to use hands to finger, handle, or feel objects, tools, or controls, and to reach with hands and arms. The employee is frequently required to sit, talk, listen and hear. Occasionally may be required to lift objects up to 50 pounds. Normal vision is required.

SUPERVISION EXERCISED: Carries out all supervisory functions in accordance with Town's rules, policies and applicable laws.

The Program Coordinator has responsibility for supervising:

- Stratham Summer Recreation Camp staff
- Stratham Recreation sports boards (soccer, basketball, baseball & softball)
- Volunteers at the various programs and events detailed above
- All vendors involved in the execution of programs and events detailed above

TOOLS AND EQUIPMENT USED: Computers, software, calculator, copier, fax machine, phone and other general office equipment.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is split between an office and outdoor setting. Attendance at night meetings is required as needed. Weekend work is required on a seasonal basis. Travel to local offsite locations is required.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Recreation Management or related field; three to five years of progressively responsible experience in professional, municipal Parks and Recreation; or an equivalent combination of education and experience that demonstrates possession of the required knowledge, skills and abilities.