

## TOWN OF BARRINGTON

### JOB DESCRIPTION

**Job Title:** Recreation Coordinator

**Department:** Recreation

**Hours:** Full Time

**Salary:** \$38,220 annually

**Reports to:** Recreation and Senior Services Director

**General Purpose:** The Recreation Coordinator supports the Director in providing recreational programs and senior services programs including assisting with the beach, special events, camps and the Peck Center for Adult Enrichment.

**Essential Duties/Responsibilities (including but not limited to):**

- Assist in planning and executing a flexible and expanding program of recreational activities for all ages and interests.
- Responsible for overseeing the Summer Concert Series (8 Sunday events)
- Assist in developing long range plans for both Recreation and Senior Services
- Assist in the day-to-day projects and details of the Recreation Department.
- Assist in developing and organizing the summer programs, including Camp Endeavor, Cool Kids Camp, Tennis Camp, Summer Concert Series, and other programs as needed.
- Assist with the Annual Golf Tournament, Tree Lighting, Great Pumpkin Harvest Party, and any other planned special events.
- Responsible for Recreation administrative tasks as well as higher level work
- Process Land Use applications and handle communications with the public relating to such.
- Process Memorial Guidelines applications
- Be responsive to the public via phone and email.
- Create monthly PRC agendas and file all agendas and minutes on the Secretary of State website.
- Responsible for iContact messaging and use of multiple web based systems.
- Responsible for registering walk-ins for programs and classes.

**Minimum Qualifications:**

- An Bachelors Degree in a related field preferred
- Experience planning and organizing events a plus.
- Demonstrated ability to work with others.
- High level experience with Microsoft Office, including Word and Excel.
- Ability to work accurately and efficiently.
- Able to maintain a neat work area.
- Ability to be flexible.
- Self-starter, able to take initiative.
- Must possess a valid Driver's License.

**Work Environment:** Combination of office and outdoors. May be exposed to inclement weather on occasion.

**Physical / Mental Abilities Required:** This work requires some physical exertion such as occasional lifting up to 25 pounds. Must be able to walk or stand for extended periods of time. Occasional stooping, bending, crawling, pushing, pulling, lifting, grasping, and repetitive motion may be required.