



HUMAN RESOURCES DEPARTMENT
City of Burlington
City Hall, Room 33, 149 Church Street, Burlington, VT 05401

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Recreation Coordinator
Parks and Recreation Department
Search Re-Opened

POSTING DATE: June 15, 2011 **DEADLINE TO APPLY: June 24, 2011**
RATE OF PAY: \$853.93/weekly **POSITION STATUS: Regular FT**
EXEMPT/NON-EXEMPT: Exempt **CLASSIFICATION GRADE: 17**
APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE

This position is responsible for the planning, organizing, staffing, directing, controlling and evaluating recreational services.

Essential Job Functions:

- Plan and promote leisure education programs to encourage participation in recreational activities.
- Prepare detailed schedules of activities for all segments of the community.
- Procure, inventory, and issue supplies, equipment and instructional materials to staff so that programs can be provided.
- Plan field trips sponsored or coordinated by the Department.
- Develop and coordinate staff training programs for part-time staff and volunteers.
- Publicize programs and activities through appropriate media in accordance with departmental procedures and policies.
- Prepare and submit reports and records of activities to the Superintendent of Recreation.
- Select, evaluate and supervise part-time, temporary, and seasonal staff and volunteers.
- Promote positive working relations with public, private, voluntary and commercial agencies sponsoring and co-sponsoring activities and services with the Department.
- Recommend a fee structure for recreational activities.
- Prepare and administer contracts and agreements with local and state level agencies.
- Design procedures or make recommendations to the Superintendent of Recreation for the effective and efficient use of Department and community resources.
- Develop budget projections and monitor revenues/expenditures for assigned programs.
- Study and evaluate participation, attendance, trends, and effectiveness of programs
- Participate in the development of goals and objectives for the Recreation Division.
- Prepare grant applications and sponsorship requests to enhance recreation programs.

Qualifications/Basic Job Requirements:

- Bachelors Degree with specialization in Community Recreation services or closely related field required.
- Two years experience in supervision/administration of Recreational Services required.
- Must be able to obtain and maintain a CPRP, or a CTRS certification from State and national professional associations.
- Knowledge of the principles and practices of recreational services program administration required.
- Highly developed organizational skills required to oversee simultaneous program implementation.
- Ability to communicate effectively orally and in writing and to provide motivation to subordinate staff.
- Ability to develop and adapt a schedule of recreational services to meet the needs of a diverse population.
- Knowledge of budgetary procedures preferred.

The City of Burlington does not discriminate on the basis of race, color, national origin, sex, sexual orientation, religion, age, or disability in employment or the provision of services. Submit City of Burlington Application, cover letter and resume by June 24, 2011 to: Human Resources Department, 131 Church Street, Floor 2, Burlington, Vermont 05401.

Available in alternative formats for persons with disabilities. For disability access information, or to request an application, contact Human Resources at (802)865-7145 or (802) 865-7142 (TTY)

Visit our website: www.hrjobs.ci.burlington.vt.us

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.