



NOTICE OF VACANCY

TITLE: Recreation Coordinator
DEPARTMENT: Park, Recreation & Community Services
POSITION STATUS: Full-time, non-union position, with benefits
REPORTS TO: Superintendent of Park, Recreation & Community Services, or designee
SUPERVISORY DUTY: Provide direct supervision to seasonal employees, including playground instructors, site coordinators and Counselors In Training.
SALARY: Up to \$44,000.00; and position eligible for \$1500.00 sign on bonus!

JOB SUMMARY

In the progressive, dynamic and park-rich City of Salem (City), the Recreation Coordinator is a key position within the Park, Recreation & Community Services Department. The role is ideal for an energetic, self-motivated/driven individual who wants to ensure City sponsored programs are innovative, fun, inclusive, and memorable.

DUTIES

Plan and coordinate recreational, educational and cultural programs for Salem residents of all ages. Assist in the analysis of community recreational needs and design programs to fulfill those needs within the Department's financial parameters.

Assist with recruiting, hiring, supervising and evaluating intermittent, volunteer, and seasonal summer program staff. Provide orientation, coordinate weekly staff meetings and in-service training to seasonal summer staff.

Assist in the daily direction of all the Recreation programs, including supervision of the summer day playground program.

Work closely with the City of Salem sponsored league coordinators with registration, hiring of referees, recruiting of volunteer coaches, and facility requests. Leagues include our Women's Volleyball, Recreation Basketball and Travel Basketball.

Assist in the preparation public relations materials, including direct assistance with the creation and preparation of course catalogs, seasonal brochures, and marketing flyers; respond to inquiries from program participants and the public and resolve customer concerns.

Oversee and directly assist in the program registration and in the maintenance of participation records.

Plan and coordinate special events; evaluate existing programs and develop new programs.

Maintain statistical and other records of program activities for budgetary and development purposes.

Maintain the current program registration software program.

Perform related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Demonstrable working knowledge of the principles and practices of recreation management. Ability to supervise subordinate personnel effectively and to delegate tasks efficiently.

Ability to communicate clearly and concisely, orally and in writing.

Ability to develop and maintain harmonious relationships with City and school officials, community organizations and the public.

Ability to provide high level of commitment and connection to City. Willingness to work on a flexible schedule to include weekends and evenings as determined by programming.

Excellent customer service skills, with focus on patience, empathy, diversity, and openness.

QUALIFICATIONS REQUIRED

A Bachelor's Degree in recreation or related field and 1+ year(s) experience in developing and/or managing recreational programs, preferably in a municipal environment; or any equivalent combination of education and experience which demonstrates the requisite skills, abilities, and knowledge.

Ability to speak Spanish a plus.

Valid MA Driver's License and own transportation, mileage reimbursements provided.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

More than half the time spent in normal office setting. Whether performing the job in the office or out in the field, employee is required to be mobile. Summer programs involve frequent outdoor activities. Employee may be outside during inclement weather. Traveling to offsite programs is a must. Regularly uses a computer. Occasionally must lift up to 25 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Qualified individuals are encouraged to apply to the City using this email address: jobs@salem.com. Position open until a qualified candidate is selected.

Lisa B. Cammarata, Director, Human Resources
City of Salem
98 Washington Street, 3rd floor
Salem, Massachusetts 01970

DATED: March 18, 2024

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