



Recreation Coordinator

The Town of Berwick is seeking an enthusiastic and motivated **Recreation Coordinator** to join our Parks & Recreation team. This position works under the direct supervision of the Parks & Recreation Director and plays a key role in providing engaging, innovative, and inclusive recreation and enrichment opportunities for residents of all ages. This position is ideal for someone who wants to make a difference in the community while working in a fun, team-oriented environment. The Recreation Coordinator helps shape programs and events that bring Berwick residents together, promote healthy lifestyles, and strengthen community connections.

This is a fulltime, non-exempt position with a 40-hour work week.

What You'll Do:

- Plan, coordinate, promote, and supervise recreation programs, youth sports, summer camps, trips, senior activities, and community events.
- Recruit, train, and support volunteers, coaches, and seasonal staff.
- Partner with schools, civic organizations, businesses, and community groups to expand programming.
- Oversee program budgets, track participation, and evaluate program effectiveness.
- Provide excellent customer service, problem-solving, and communication with residents and staff.
- Support special events and assist with town property and park maintenance as needed.

The ideal candidate will have:

- Bachelor's degree in Parks & Recreation Management, Sports Management, or a related field preferred.
- Experience developing youth programs and working with children.
- Strong leadership, organizational, and communication skills.
- Ability to work independently and as part of a team in a dynamic environment.
- CPR/First Aid certification (or ability to obtain) and valid driver's license required.
- Willingness to work a flexible schedule, including evenings, weekends, and some holidays.

A full job description is attached.

The Town offers a competitive salary and benefits package that includes health, vision, and dental insurance, retirement benefits, paid time off, and professional development.

Applications: Qualified candidates are invited to submit an application, cover letter, resume and 3 professional references via e-mail to hr@berwickmaine.gov, or send via US mail to:

**Town of Berwick
11 Sullivan Street
Berwick, ME 03901-0696
Attention: Human Resources**

Applications will be accepted until the position is filled.

The Town of Berwick is committed to diversity in its workforce.

We are an Equal Employment Opportunity employer.

TOWN OF BERWICK

JOB DESCRIPTION

RECREATION COORDINATOR

Job Title:	Recreation Coordinator	Classification: Non-exempt
Department:	Parks & Recreation	Other:
Reports To:	Director of Parks & Recreation	Supervisory: No
Position Type:	Full-time, 40 hours per week.	

GENERAL SUMMARY: This position is under the direct supervision of the Parks and Recreation Director and collaborates with the Director to coordinate recreation and enrichment programs for youth, adults, seniors, and families. The employee in this position supervises, develops, and expands programs and events to meet the recreational needs of all residents. This position has considerable contact with the public and plays a key role in ensuring the goals and philosophy of the department are met through effective program administration, teamwork, and positive role modeling. Work is performed with considerable independence with general guidance from the Director.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Develops, coordinates, promotes, supervises, and evaluates all aspects of recreational programming, trips, camps, youth sports, & senior activities. This includes supervising coaches, volunteers, officials, and seasonal staff as needed such as summer camp staff.
- Assists with development, coordination & promotion of various community activities and special events.
- Routinely evaluates program and community needs through participant surveys and evaluation processes to identify potential improvements and changes.
- Provides an analysis of each program that includes income and expense report, pricing structure, number of participants, staff, and volunteers, and the duration of the program.
- Develops new sources of income through programs, trips & special events new and innovative programs and strives to continually improve current programs.
- Assists, coordinates, mentors and recruits' volunteers and staff for programs and special events in accordance with department goals, philosophies, and mission.
- Assists with supervision and evaluates the activities and performance of camp directors, program instructors, volunteers, and part-time recreation staff. Responsibilities include assistance with training of employees; managing training logs for each employee; planning, assigning, and directing work; assisting with evaluation of staff; addressing complaints, and resolving problems.
- Works collaboratively with town and school staff and administrators, sport organizations, civic groups, businesses, and other local recreation departments to help plan, promote, and implement community programming.
- Ensures all new hire paperwork, trainings, and background checks are completed and forwarded to payroll department in a timely manner.
- Keeps accurate payroll records for each employee and ensures timesheets are submitted to the Director in a timely manner.

- Pursues professional development opportunities, such as workshops, meetings, and conferences to maintain current professional knowledge of modern concepts, and techniques related to managing community recreation and programs.
- Delivers & maintains excellent communication and fosters a collaborative working environment with all departments as well as with the public through face-to-face encounters, phone interactions, emails communications, and social media.
- Effectively mediates problems and concerns in a manner that is professional, compassionate, timely, and appropriately documented in writing.
- Must get along well with others and work in a professional manner.
- Maintains regular, predictable, and reliable attendance.
- Works a flexible schedule including some nights, weekends, and certain holidays as necessary.
- Assists with parks and Town property maintenance, if needed.
- Places an emphasis on safety, efficiency, quality, and productivity.
- Follows all Town and Department policies.
- Performs other duties as assigned.
- Attends Recreation Commission meetings.

RECOMMENDED MINIMUM QUALIFICATIONS:

Experience and Education/Training:

- Bachelor's degree in Parks & Recreation Management, Sports Management, or related field, preferred.
- Related work experience in a recreation programming position; or any equivalent combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.
- Prior experience working with children and developing youth programming required.

Licenses/Certifications/Other:

- Valid State of Maine Class C Driver's license with clean driving record
- Obtain Certified Parks & Recreation Professional (CPRP) certification through the National Parks & Recreation Association within one (1) year of employment.
- CPR/First Aid certification or ability to obtain certification upon hire.

KNOWLEDGES/SKILLS

- Knowledge of the principles and practices of recreation administration and activities.
- Strong analytical, problem-solving skills, recreation trends and working with youth.
- Strong supervisory skills and decision-making abilities, proficient in conflict resolution and the ability to communicate verbally and in writing to various and diverse groups and individuals, including children.
- Knowledge of safety regulations pertaining to recreation facilities and programming.
- Knowledge of and proficiency in current computer applications and recreation management software and the ability and willingness to learn new software programs as needed.
- Skill in public and interpersonal relations including conflict resolution skills.
- Excellent organizational & time management skills, and attention to detail.
- Ability to establish and maintain effective working relationships with employees, town officials, volunteers, and the public (youth, adults and senior citizens).

ABILITY TO:

- Organize and manage people of all ages.

- Plan, supervise, coordinate, and instruct age-appropriate programs, including youth sports programs.
- Work collaboratively as a team, cross-train with all aspects of the department and fill in as necessary.
- Work independently, prioritize work and meet deadlines.
- Act with integrity, professionalism, and confidentiality.
- Use independent judgment, problem solve and collaborate in order to accomplish tasks.
- Make timely and appropriate decisions in the scope of assigned work.
- Provide a high level of customer service to both internal and external customers.
- Work cooperatively with others to achieve results, valuing other's input and expertise, acknowledging other team member's concerns and contributions, and supporting team decisions.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS:

- Extensive personal, telephone and written contact with community groups and the public, Town personnel, and department staff.
- Works outdoors, operates various equipment, including truck, van/bus, lawn mowers, weed whackers, snow blower and tractor, and travels to various locations. Frequently required to stand, sit, bend, and squat for extended periods, and to lift and carry up to 50 pounds.
- Some work is performed in a normal office setting, subject to extremes of temperature, noise, odor, etc. Use of computer, keyboards, and other office equipment requiring eye-hand coordination and finger dexterity. Balancing, crouching, grasping, pulling, reaching, and stooping may also be required.
- Some work is performed outdoors and may involve exposure to various types of weather conditions, such as heat, cold, snow, and/or rain.
- Some work may occasionally require the ability to run, throw, jump, and perform other highly physical sports-related activities.
- Some work may occasionally require the ability to perform basic landscaping and property maintenance tasks.
- Work may periodically involve long hours in a moderate to high stress environment. May have access to confidential documents requiring the application of appropriate judgement, discretion, and professional office protocols to ensure the integrity of sensitive information.

The above statements are intended to describe the general nature, requirements, and level of work being performed by people assigned to do this job. The above is not intended to be an inclusive or exhaustive list of all responsibilities and duties required.

External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.

Employee Signature:

Date: