

**City of Vergennes, Vermont**120 Main Street, Vergennes, VT, 05491

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Job Title: Recreation and Programming Coordinator  
Department: Administrative  
Annual Salary: Dependent on Qualifications  
Salary Grade: N/A  
FLSA Status: Non-Exempt, Part-Time Year Round 25 Hours per Week  
Revised Date:

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**Goal:** The goal of the Recreation and Programming Coordinator is to create a generous stream of revenue through program fees which will allow for growth and offerings in all areas of recreation to include facilities, upgrades, repairs and enhancements for the community.

**General Responsibilities:**

The Recreation and Programming Coordinator is responsible for developing and administering varied programs for people of all ages in the community. This position will work in cooperation with the City Council appointed Recreation Committee and reports directly to the City Manager.

Responsibilities to include but not limited to:

- Plans and directs a broad program of recreational activities for all age groups while planning one to two seasons in advance.
- Engages with the local school calendar and takes advantage of non-school days to offer recreation during school vacation weeks and days when the school is closed for students. *Example: February vacation week, April vacation week, etc.*
- Prepares and promotes recreation programs reaching all members within the community through a recreational newsletter, social media platforms, local school newsletters, and Front Porch Forum and emails lists provided by MyRec. Seeks additional promotional methods as needed.
- Recruits and oversees instructors, coaches, and volunteers for programs.
- Provides monthly reporting and financial analysis of programs and activities to determine effectiveness and revisions as necessary for future programming.
- Attends and participates in monthly Recreation Meetings.
- Seeks, researches, and maintains a running document of grant opportunities. Present to the Recreation Committee, advise on deadlines, and make recommendations on which ones to act upon. Work with Committee to provide needed information as requested for submitting grant applications.
- Provides monthly and fiscal year recreation financials as it relates to the current budget to the Recreation Committee as requested while also being able provide clarity or feedback as needed. This will also pertain to the Recreation Committee work groups.
- Works with the Recreation Committee in developing annual goals and budget to present to City Manager for discussion.
- Communicates with the Pool Manager to promote and coordinate pool passes, rates, lessons, and other pool events.
- Responds in a timely manner to customer service issues, cancelations and questions related to recreation programs through MyRec.org, and other social media platforms used by the recreation departments such as Instagram, Facebook, Front Porch Forum, and general email inquiries.
- Oversees fee collection and reimbursements from programs. Reconciles fee revenue against reports to ensure proper records are maintained.
- This position can require some flexibility to attend, set-up, or provide direction for events which can often include evenings and weekends.

**Minimum Qualifications:**

- Experience in planning and successfully executing recreation events.
- Ability to communicate effectively verbally and in writing.
- High school diploma, 4-year degree preferred
- Three (3) to (5) years of experience with recreational programming or executing events; or
- Any combination of education, experience, special qualifications and training that provides the equivalent scope of knowledge, skills, and abilities necessary to perform the work.
- Computer savvy with ability to learn and use MyRec Software, as well as any City software programs.
- Working knowledge of Excel, Word, and Outlook.
- Obtain and hold a current CPR, First-Aid, and AED certification.