

## **Volunteer Recreation Coordinator Job Description**

### **Brief Description:**

Under the direct supervision of the Select Board, the Recreation Coordinator is responsible for the management and leadership of the Recreation Committee.

### **Duties and Responsibilities:**

1. Design and implement recreational programs to include both summer and winter recreation programs.
2. Manage and provide leadership for all volunteers of the Recreation Committee.
3. Establish rules for recreation programs and facilities.
4. Work cooperatively with youth, adult and all other organizations in the community.
5. Ability to volunteer a varied schedule to include evenings and weekends depending on season and activities.
6. Distribute program information to the community.
7. Fundraising and small grant writing.
8. Attend Select Board meetings to keep community up to date on progress/events.
9. Develop advertising, marketing and promotional materials for events.

### **Qualifications:**

1. Ability to assess goals to ensure successful implementation of activities.
2. Experience in management and leadership is helpful.
3. Knowledge in Microsoft Word and Excel along with website and social media applications.
4. Must be CPR certified.

Please submit a cover letter and resume to the Plymouth Town Clerk's Office at 68 Town Office Road, Plymouth, Vermont 05056 or email [clerk@plymouthvt.org](mailto:clerk@plymouthvt.org). Letters of interest will be accepted until the position is filled. The Town of Plymouth is an Equal Opportunity Employer.