

# Town of Readfield

## Community Programming Coordinator – Job Description

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### **Nature of Work:**

This position is responsible for the coordination, development, implementation, and promotion of community based recreation, education, and service programs for youth and adults for the Town of Readfield; working closely with various Town committees and volunteers; collaborating with Town staff; and performing any other duties as directed by the Town Manager.

### **Requirements of Work:**

- Ability to communicate professionally, clearly, and courteously
- Ability to effectively work independently and under active supervision
- Ability to work a flexible daily schedule with seasonal variation which may at times include weekend days and evening hours
- Ability to appropriately prioritize work and accomplish essential duties on time
- Ability to work collaboratively with a broad spectrum of groups and individuals
- Ability to develop, implement, and promote community programs for adults and youth
- Ability to independently identify and complete tasks needed for program success
- Ability to develop and manage program budgets
- Ability to organize a personal work schedule and the schedules of others
- Ability to supervise seasonal employees and volunteers
- Ability to perform manual labor including the transport and placement of bulky athletic equipment and occasional grounds maintenance
- Possess a current Maine Driver's License
- Pass a multi-part background check

### **Duties & Responsibilities** (Which include but are not limited to the following):

- Develop and maintain a Community Activities Calendar
- Keep relevant Social Media accounts and websites current
- Assist Town Staff with facility rental management (Gile Hall, Town Beach, etc.)
- Help with volunteer recruitment and direction for community events
- Work with Town Boards, Committees, and Commissions to develop programming and avoid overlap and conflict
- Coordinate and implement youth sports programs:
  - Soccer
  - Basketball
  - Baseball, Softball, T-ball
  - Swim Lessons (summer, town beach)
  - Others TBD
- Assist with advertising and promoting youth sports
- Assist with ongoing community programming development, scheduling, and promotion:
  - Senior Café
  - Readfield U
  - Others TBD
- Organize and implement Heritage Days (vendors, groups, events, etc.)
- Organize and implement the Winter Carnival and Ice Fishing Derby

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- Organize and implement the Easter Egg Hunt
- Prepare for Town Beach operation and staffing, oversee the Town Beach summer season, close down the Town Beach programs and facilities
- Develop, coordinate and implement Summer Programming (adults and youth)
- Organize and implement the Trunk-or-Treat
- Coordinate and implement the Veteran's Day event and Parade
- Assist with coordinating special Holiday events
- Ensure that Town facilities are properly maintained to support community programming by working collaboratively with Town maintenance staff
- Attend relevant committee meetings as directed by the Town Manager
- Perform additional tasks as directed by the Town Manager

### **Desirable Experience and Training:**

- Diverse experience with program development and implementation
- Demonstrated creativity, adaptability, and accountability
- Well-developed financial and mathematical skills
- Accurate technology based record keeping and information management skills
- Exceptional communication and interpersonal skills
- Experience supervising volunteers and seasonal employees
- Experience working with local government or non-profit organizations
- CPR, Lifeguard, First-aid, and other relevant training and certifications
- Willingness to train and gain additional skills as needed for the position

### **Supervision:**

- This is a seasonal part-time position; hired and supervised by the Town Manager; and is subject to all applicable terms of Readfield's Personnel Policies
- This position will engage deeply with municipal boards, committees, and commissions but will not be supervised by those groups
- This position may supervise seasonal staff and volunteers

### **Schedule:**

This is a seasonal part-time position hired at an average of 1,040 hours annually (half-time). As noted in the Requirements of Work the schedule is both seasonal and variable and at times may require evening and weekend hours. While this position will work independently and in response to prioritized needs with a degree of autonomy, it is anticipated that a schedule similar to "Attachment 1" will be necessary.

### **Compensation:**

This position will initially be paid between \$16 and \$18 per hour depending on qualifications and experience. This position does not include overtime pay or other benefits. It is the hope and expectation of the Town of Readfield that the Community Programming Coordinator will develop and implement programs that are revenue generating and ideally self-sustaining. Additional hours and future benefits and pay increases will depend in part on the realization of that vision.

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### Attachment 1

<b><u>Community Programming Coordinator Draft Schedule</u></b>					
Week	Week End	Est. Hrs.	Rec Sport / Activities	Community Activity	Ongoing Programs and Services
1	7-Jan	8	Basketball		Activity Calendar and Social Media
2	14-Jan	8			Town Building and Facility Rental Scheduling
3	21-Jan	8			Volunteer Coordination
4	28-Jan	8			Board and Committee Coordination
5	4-Feb	8		Readfield U	Youth Sports Promotion
6	11-Feb	8			Senior Café
7	18-Feb	8	Winter Carnival / Ice Derby *		
8	25-Feb	8			
9	3-Mar	16	Baseball		
10	10-Mar	16	Softball		
11	17-Mar	16	T-Ball		
12	24-Mar	16	Easter Egg Hunt *		
13	31-Mar	16			
14	7-Apr	16			
15	14-Apr	24			
16	21-Apr	24			
17	28-Apr	24			
18	5-May	24			
19	12-May	24			
20	19-May	24			
21	26-May	24			
22	2-Jun	24	Beach Opening Prep		
23	9-Jun	24			
24	16-Jun	24			
25	23-Jun	40	Beach Open and Staffed		
26	30-Jun	40	Summer Programming		
27	7-Jul	40	Swim Lessons		
28	14-Jul	40			
29	21-Jul	40			
30	28-Jul	40			
31	4-Aug	40			
32	11-Aug	40		Heritage Days *	
33	18-Aug	40			
34	25-Aug	40			
35	1-Sep	24	Soccer		
36	8-Sep	24			
37	15-Sep	16			
38	22-Sep	16			
39	29-Sep	16			
40	6-Oct	16			
41	13-Oct	16			
42	20-Oct	16			
43	27-Oct	16			
44	3-Nov	16	Trunk-or-Treat *		
45	10-Nov	8	Basketball		
46	17-Nov	8		Veteran's Day Events *	
47	24-Nov	8			
48	1-Dec	8			
49	8-Dec	8			Holiday Celebrations *
50	15-Dec	8			
51	22-Dec	8			
52	29-Dec	8			
	Half-Time	1040			* Denotes a special 1-2 day activity