



Iris Campbell, Chairman
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Selectboard

TOWN OF HILLSBOROUGH

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EMPLOYMENT OPPORTUNITY

PARKS AND RECREATION DEPARTMENT PROGRAM COORDINATOR

The Town of Hillsborough has an immediate opening for a full-time Program Coordinator. The Program Coordinator is responsible for planning, organizing, schedule, implementing, and evaluating year-round activities and events for the Parks and Recreation Department.

Responsibilities include, but are not limited to, assisting in the planning and implementing of community service opportunities, creating program records, maintaining a safe, clean, and supportive environment at all Parks & Recreation Facilities, providing transportation in Town vehicles, coordinating advertising and marketing for programs and events, and creating monthly event calendars for onsite activities.

A bachelor's degree in education, Physical Education, or Recreation is preferred but not required. The successful candidate will either possess or be able to possess a CPRP (Certified Parks and Recreation Professional) certificate, have verbal and written communication skills to effectively communicate with both team members and members of the community, have strong computer, organizational, and problem-solving skills and have the ability to work independently and efficiently while taking initiative and accountability.

The position pays \$21.00 - \$26.00 per hour DOQ and carries a generous benefits package which includes Health Insurance, Retirement, paid holidays as well as vacation and sick time.

A full job description is available on the Town of Hillsborough's website at <https://www.town.hillsborough.nh.us/> or by visiting the Town Office located at 27 School Street in Hillsborough. Applications and/or resumes can be mailed or dropped off to the attention of JT Clough, Director, 27 School Street, PO Box 7, Hillsborough, NH 03244 or emailed to JClough@Hillsboroughnh.net. The Town of Hillsborough is an EOE.