

Town of Hillsborough Parks and Recreation Department

*Position: **Program Coordinator***

General Statement of Duties:

- Plans, organizes, schedules, implements, and evaluates year-round activities and events for the Parks and Recreation Department.
- Assists in planning and implementing community service opportunities.
- Create program records such as contracts, schedules, budgets, and payroll documentation to ensure they are accurate, up-to-date, and properly filed.
- Maintain a safe, clean, and supportive environment at all Parks and Recreation Facilities.
- Provide transportation in Town of Hillsborough vehicles.
- Coordinates advertising and marketing for department programs and events including press releases, social media outreach, department email lists, and program guides.
- Creates monthly event calendars for onsite activities with the Parks and Recreation Team.
- Maintains office coverage to handle registrations, inquiries, requests, and complaints from the public regarding recreation and facilities bookings.
- Carries out customer service-related activities including answering questions through phone, email, and social media contact.
- Help customers navigate online registration systems as needed.
- Performs other job-related duties as assigned.

Distinguishing Features of the Position: Typical hours and days are Monday through Friday 8am-4pm, totaling 40hrs/week with after-hours work as needed for special events and attending occasional meetings. Flexibility in schedule (days and times) can be negotiated with the Director of Parks and Recreation.

Desired Attributes and Qualifications:

- A bachelor's degree in Education, Physical Education, or Recreation is preferred but not required.
- Possess or can possess a CPRP (Certified Parks and Recreation Professional) certificate.
- Verbal and written communication skills to effectively communicate with both team members and members of the community.
- Strong computer skills utilizing software such as Microsoft products (Word, Excel, etc.).
- Able to work independently and efficiently while taking initiative and accountability.
- Strong organizational and problem-solving skills.
- Knowledge of social media apps to promote events and engage with community entities.

Required: All eligible candidates must be able to pass a criminal background check, have a clean driving record, and produce 3 professional references.

Pay is determined based on level of education and experience. Pay Range is \$21-26/hr.

All interested applicants please send resumes and cover letters to:

James Clough, Director of Parks and Recreation via email at jclough@hillsboroughnh.net