



TOWN OF WIGGINS

POSITION TITLE: Part-Time Recreation Program & Event Coordinator (Coordinator)

DEPARTMENT: Parks & Recreation

REPORTS TO: Town Clerk

FLSA STATUS: Non-Exempt

SUPERVISORY RESPONSIBILITIES: Oversees Volunteers and facilities

DATE: April 2025

SUMMARY OF POSITION: Under direction of the Town Manager the Coordinator develops, implements, monitors, evaluates, and supervises the operations of Town sponsored community events, and youth and adult sports programs. Areas of responsibility include, but are not limited to, program staffing and scheduling; events development and management. Recruits, trains, evaluates, and supervises staff (umpires/referees) and volunteers. Performs related work as required. Performance requires the use of independence, initiative, and discretion.

JOB RESPONSIBILITIES:

- Plan, survey and implement the Town's Parks & Recreation Programs and Events.
- Supervision of community programs for youth and adults. Organizes the preparation of schedules for adult and youth activities including league play, programs and events.
- Assists in planning, organizing, implementing, and evaluating special events including but not limited to: Fourth of July, Wiggins Fall Festival, Old Fashioned Christmas, Movies in the Park, Arbor Day, Spring Park Clean-up,
- Determines material, equipment, facility, supervision and instruction needs for each activity or program and coordinates with other staff members, coordinating agencies, volunteers, and community groups.
- Responds to public inquiries about recreation programs made by telephone, correspondence, email, or during public meetings. Promotes interest and provides information regarding recreation programs to community leaders, recreation officials, community service groups, parents, other departments and the general public.
- Directly assists the Town Manager with annual program budgeting and is responsible to stay within budget for recreation programs, activities and events.
- Schedules various organized programs, events, and games.
- Oversees, schedules and supervises the activities of volunteers.
- Develops, implements, and recommends policies, procedures, and guidelines.
- Ensures compliance with relevant laws, rules, regulations, policies, and procedures for Parks & Recreation programs.
- Develops, implements, and recommends effective maintenance and safety programs, procedures, and guidelines; conducts periodic inspections of program facilities.

- Responsible for the appropriate training of employees in assigned areas of responsibility; plans and conducts in-service training programs; monitors status of required licenses and certifications; structures the evaluation and professional development of program staff to encourage a high performing team.
- Conducts research to identify programs of value and interest to the community; evaluates program effectiveness and viability; makes recommendations on new programs or modifications of existing programs to meet community needs; surveys program participants for post program input.
- Serves as a liaison and resource for parents, school sites, principals, and teaching staff; receives and responds to questions, concerns, and complaints from parents, public, and school personnel; determines issues and resolves; maintains open communication among all groups to serve the children's best interests.
- Prepares marketing materials, such as program brochures, newsletters, and announcements; uses social media and other forums to maximize community outreach and participation.
- Prepares and manages program budget and grants; projects revenue and expenditures; monitors and tracks expenditures and fees collected; monitors inventory; and purchases authorized supplies and equipment.
- Works collaboratively with other Town departments; conferring regularly with other supervisors and managers.
- Maintains records on program and volunteer activities, attendance, liability waivers, and other pertinent information; prepares a variety of operational and business reports, and associated correspondence.
- Conducts research to identify grants related to parks and recreation activities; applies for and assists with managing these grants.
- Other tasks as needed or assigned.

MINIMUM REQUIREMENTS:

1. The Coordinator shall be at least 21 years of age.
2. The Coordinator must have demonstrated to the Town maturity of judgment, administrative ability, and the skill to appropriately supervise and direct school-age children in an unstructured setting.
3. The Coordinator must have verifiable education or training in work with school-age children in such areas as recreation, education, scouting, or 4-H; and the program coordinator should have at least one of the following qualifications:
 - a. A 4-year college degree with a major such as recreation, education with a specialty in art, elementary or early childhood education, or a subject in the human service field.
 - b. Two years of college training and 6 months of satisfactory and verifiable full-time or equivalent part-time, paid or volunteer, experience, since attaining the age of 18, in the care and supervision of 4 or more children.
 - c. Three years of satisfactory and verifiable full-time or equivalent part-time, paid or volunteer, experience, since attaining the age of 18, in the care and supervision of 4 or more children. The employee must complete 6 semester hours, 9 quarter hours in course work from a regionally accredited college or university, or 40 clock hours of training in course work applicable to school-age children within the first 9 months of employment.
 - d. A combination of relevant work and volunteer leadership experience may be considered.
4. Valid Colorado driver's license.
5. Able to work independently.
6. Current First Aid and Adult, Child CPR Certifications. These can be obtained within the first month of employment.

NECESSARY KNOWLEDGE SKILLS AND ABILITIES:

- Knowledge of recreation philosophy, sports rules, planning and administration, equipment, facilities, operations and techniques used in recreation programs.
- Ability to develop, coordinate and direct varied activities involved in community recreation programs, and establish and maintain effective working relationships with employees, supervisors, other agencies, parents, participants, coaches, community leaders, and the general public.
- Ability to communicate effectively orally and in writing.
- Principles, practices, methods, and techniques of developing and implementing child and youth development programs and associated facility management.
- Principles and practices of supervision and leadership, including work planning, assignment review, evaluation, discipline, and training.
- Relevant laws, rules, regulations, policies, and procedures.
- Common educational and social needs of a diverse range of children.
- Educational curricula for assigned child and youth services program activities.
- Methods and techniques of developing community outreach strategies to identify community needs for alignment with program offerings.
- Community demographics as it relates to the development of child and youth service programs.
- Occupational hazards and related safety precautions.
- Principles and practices of administrative procedures, recordkeeping, budgeting and financial management.
- Principles and practices of grant writing and management.
- Principles and practices of contract and procurement administration.
- Principles and techniques for fostering effective work groups, inter-departmental relations, and community partnerships while providing high level of customer service.
- Modern office practices, methods and computer equipment and applications related to the work.
- Skills in website management are highly preferred.

WORK ENVIRONMENT: While performing duties of this job, the Coordinator may work in outside weather conditions and is occasionally exposed to cold, wind, and wet or humid conditions. The noise level is usually quiet while in the office or moderately loud when in the field. Coordinator will have regular contact with children, parents and/or guardians, other Town employees and the general public. The employee will be required to maintain a minimum number of office hours, potentially starting at 16 hours a week.

WORK HOURS: The position is part-time position with flexible hours that may include frequent evenings, weekends and seasonal work commitments.

PHYSICAL REQUIREMENTS: While performing duties of this job, the employee is frequently required to walk, sit, talk, and/or hear. Occasionally, the employee is required to use hands to handle, feel or operate objects, tools or controls; and reach with hands and arms. Occasionally required to climb or balance; stoop, kneel, crouch or crawl. Must occasionally lift or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

The Town of Wiggins is drug free workplace and an Equal Opportunity Employer