

Job Description for the City of Hartford

Park Recreation Program Activities Coordinator

Position: Park Recreation Program Activities Coordinator
Employee Classification: Seasonal Part-Time
Position Starts: To be determined
Position Ends: To be determined
Reports to: Park Recreation Program Director

Job Summary

The Park Recreation Program is a 4-week summer program for area youths that runs in June and/or July each year depending on scheduling. The Park Recreation Program Activities Coordinator will be responsible for assisting the Park Recreation Director in the organizing, scheduling, and conducting activities for area youth. The Activities Coordinator will work closely with the Park Recreation Program Director and Park Recreation Program Assistants. The applicant must be physically fit to perform the necessary job duties.

Knowledge, Skills, and Abilities

- Basic knowledge and experience in youth education.
- Ability to establish and maintain effective working relationships with city officials, employees, and the general public.
- Perform related work as required.
- Minimum of 18 years old.

Selection Guidelines

Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The duties listed above are intended for illustration of the various types of work that may be performed. Omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Compensation

The starting pay shall be \$17.00 per hour. The pay rate of \$17.00 shall increase by .25 cents per hour for each additional year the employee has worked for the City of Hartford in this position. For the purpose of calculating pay increases, years worked as a park recreation assistant will count towards years worked in this position.

Date: _____

Approved: _____

Employee: _____