

# Town of Sherborn Job Description

Form approved by Personnel Board 6/97. Amended and approved by Personnel Board 3/06

<b>JOB TITLE:</b>  Recreation Coordinator			
<b>DEPARTMENT NAME:</b>  Sherborn Recreation Department			
<b>FLSA STATUS:</b> Exempt: <input type="checkbox"/> Non-Exempt: <input checked="" type="checkbox"/> X Hours worked per week 25	<b>EMPLOYEE TYPE:</b> (see General By-Laws Personnel Administration Plan for definitions) Salaried <input type="checkbox"/> Regular Full-Time <input type="checkbox"/>	Regular Part-Time X Supplemental Part-Time <input type="checkbox"/>	Casual Part-Time <input type="checkbox"/> Temporary <input type="checkbox"/>
<b>REPORTS DIRECTLY TO (INDICATE JOB TITLE):</b>  Recreation Commissioners			
<b>I. JOB SUMMARY</b> - Briefly describe the primary function of this job.  The Sherborn Recreation Coordinator is responsible for scheduling, planning and budgeting required work throughout the calendar year. Weekly tasks involve development, publicity, enrollment, and finances for the programs, as well as managing instructors, coaches and other individuals involved in running the activities. The position also oversees the operations of sports/fitness programs, activities, and services.			
<b>II. JOB DUTIES</b> - List six to eight of the most important duties using concise and comprehensive statements. Begin with the most important duty. Include any essential or important physical demands that are required to complete each of these duties. Use separate sheet if necessary.			
<b>Primary Responsibilities:</b>  <ol style="list-style-type: none"><li>1. Serve as the primary contact for Sherborn Recreation and respond to public inquiries.</li><li>2. Determine needs for both in-town and out-of-town programs including field use and scheduling.</li><li>3. Planning and delivery of recreation programs. Determine program offerings based on community needs and interests.</li><li>4. Develop and maintain relationships with the Sherborn Recreation Commissioners, residents, sports teams and, other town Recreation Departments and professional organizations</li><li>5. Manage field reservations and communicate with local and out-of-town sports teams to determine field space and lease fees.</li><li>6. Develop and coordinate turf maintenance programs including coordinating the application of treatments.</li><li>7. Participate in meetings with Town Boards and Recreation Commissioners</li></ol>			
<b>Additional Responsibilities</b>  <ol style="list-style-type: none"><li>1. Assists in the development and monitoring of departmental operating budget and revolving funds.</li><li>2. Develop operational and capital facilities budgets. Adapt budgets based on conditions</li><li>3. Ascertain field conditions to provide updates on field availability and closures</li><li>4. Maintain relationships with various external suppliers/contractors required to perform activities</li><li>5. Manage the Sherborn Recreation website including programming content, field reservations, and activity revenue and expense reports.</li><li>6. Source and order equipment, supplies, and materials at favorable prices</li></ol>			

**III. EDUCATION, TRAINING & EXPERIENCE** • *Describe the minimum level of education, training, and experience, as well as any special skills or certifications, which are required to competently perform the duties of this job.*

1. Excellent written and oral communication skills
2. Effective decision-making and negotiation skills
3. Strong organizational and management skills
4. Experience with turf maintenance and annual treatments
5. Knowledge of youth sports (soccer, LAX, baseball) field layout, sizes, out-of-bounds areas and on-field equipment
6. Experience with the workings of a municipality including contracting, RFP development, vendor selection and funding
7. Knowledge of maintenance and repairs of various recreational facilities (tennis, baseball, playgrounds, etc.)

**IV. COMMUNICATIONS & CONTACTS** • *List the jobs, external departments or organization with which the Job has the most frequent contact. Describe the purpose and frequency of the contacts (Do not include supervisors and subordinates),*

Contact	Purpose	Frequency
Rec. Commissioners	Coordinate Programs & Field Maintenance Committee Meetings, General Updates	3 or more times a week
Program Directors	Plan Yearly Programs and Budgets	2-3 times a wk./seasonally
Dept. of Public Works	Coordinate Field Work and Ongoing Maintenance	1-2 times a week
Facilities Vendors/Contractors	Plan New Projects. Coordinate seasonal maintenance And schedule recreation programs	8-10 times a wk./Seasonally
Town Administrator	Post meetings and various other tasks	2-3 times a month
Finance Dir./Town Accountant	Submit Payroll and General Budgeting	1-2 times a week

**V. MANAGERIAL & SUPERVISORY RESPONSIBILITIES** • *Describe the function/s) over which this Job has direct accountability and authority.*

Supervises contractors and vendors on an as needed basis

**VI. WORK ENVIRONMENT:** Describe the workplace environment e.g. office, outdoors, night work, and any equipment usage requirements.

Most work is performed under typical office conditions; work is frequently conducted outdoors and on-site. The workload is subject to seasonal fluctuations. The nature of the work requires irregular work schedules, including evening and weekend hours, attendance at meetings and response to emergency situations on an as needed basis.

The employee operates standard office equipment and recreational equipment.

**VII. REPORTING RELATIONS** • *Attach and organizational chart If possible, indicating where this job fits in the department's operations.*

Recreation Commissioners

*The above statement is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

SUPERVISOR'S/MANAGER'S SIGNATURE: 	DATE: 12/11/23
TOWN ADMINISTRATOR'S SIGNATURE: 	DATE: 12/18/23
PERSONNEL BOARD SIGNATURE: 	DATE: 12/18/23

COMMENTS: Approved: 12/8/2023