



**TOWN OF HAYDEN  
JOB DESCRIPTION – RECREATION COORDINATOR**

<b>Department</b>	Administration
<b>Position</b>	Recreation Director
<b>Wage Status</b>	Salary Exempt
<b>Wage Range</b>	\$72,380 – \$92,377 DOQ’s With Full Benefits Package
<b>Benefits</b>	<p><b>Vacation and Sick-Time:</b> Accrue 3 weeks of vacation and 12 days sick time annually.</p> <p><b>Health, Dental, and Vision Insurances:</b> The Town provides 100% coverage for the employee and their respective family for all insurances listed (valued at approximately \$27,000 per year for a family, \$7,200 per individual).</p> <p><b>Retirement:</b> The Town has a 457 ICMA-RC plan and will match up to 7% of employee contributions as well as Roth IRA options.</p> <p><b>Family Leave:</b> The Town has a 12-week family leave plan for family expansion which is exclusive of PTO or sick time so families can take the time needed and celebrate this wonderful and exciting time while saving PTO for time off of work.</p>
<b>Supervisor</b>	Town Manager
<b>Job Summary</b>	Functioning as the highest level recreation position, performs some or all of the following: managerial and executive duties related to planning organizing and directing the recreation department, manages multi-faceted operations which includes some or all of the following: athletic classes and programs, cross-age classes, recreation side of community center, lighted ball fields, outdoor/environmental programs, personal improvement/growth classes, pre- and after-school programs special population programs (physically or developmentally disabled, economically disadvantaged), sports leagues, tennis courts, and trail interpretive programs, develops and manages budget(s) and monitors fiscal condition of the department, performs program contract management, directs supervisory personnel responsible for various programs and day-to-day operations, makes decisions affecting staff retention, advancement or discharge; works with and manages the Hayden Parks and Recreation Board (HPRB) including events

such as Hayden Daze in partnership with Arts Director; other duties as may be assigned by the Town Manager.

**DUTIES AND RESPONSIBILITIES MAY INCLUDE BUT ARE NOT LIMITED TO:**

- Develops, plans, directs, implements, and schedules various recreational *and social* activities, such as sports events, seasonal group activities, and special activities.
- Works with the HPRB and coordinates/administrates all follow-up from HPRB meetings.
- Purchases equipment as necessary for recreational programs and fitness center equipment and rooms per Town purchasing policies and budget limitations.
- Works with Town administration to ensure all recreation vendors are paid on time and within Town procurement policies.
- Responsible for maintaining an inventory of all program supplies and requesting and/or purchasing supplies as needed.
- Develops and distributes marketing materials for Town recreational program promotion including solicitation of sponsorships.
- Coordinates facilities usage for programs with various partners such as School District, Routt County, Triple Crown, City of Craig, City of Steamboat Springs, Oak Creek, and others as may be needed.
- Coordinates/attends HPRB meetings and attends Town Council (TC) meetings as well as other meetings as may be needed or directed by the Town Manager or HPRB.
- Cooperates with other Town and department personnel by assisting with operation and implementation of other activities as needed.
- Responsible for the ongoing development and evaluation of Town programs, activities and events as well as external events that use Town facilities in connection with the recreation department.
- Direct management over all personnel in the recreation department.
- Responsible for facility planning, programming, and development.
- Communicate summer and winter maintenance needs to the Public Works Director as needed as well as building maintenance.
- Primary liaison for all entities involving recreation programs as described in this job description.
- Develops a calendar of events and programs for the community each year in partnership with other departments.
- Actively and professionally communicate with businesses, citizens and entities involved in parks, recreation and events; provides information and assistance.
- Recruit, train, and supervise volunteers and paid staff.
- Department budget preparation and presentation to Recreation Board and Town Manager.

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Approved by: Mathew Mendisco, Town Manager

- Manage local scholarship program to assist players with fees and equipment costs.
- Other duties as assigned by the Town Manager and/or Recreation Board under the supervision of the Town Manager.

As of November 2022 the Recreation programs and events handled by this position include:

Programs:

- Basketball Camp (girls 4<sup>th</sup> – 5<sup>th</sup> grade and boys 5<sup>th</sup> – 6<sup>th</sup> grade)
- Pee Wee Wrestling
- Tumbling for Tots
- Baseball
- Adult Softball
- Youth Football
- Youth Soccer
- All fitness programs
- Adult open gym basketball, volleyball, pickleball.

Programs for expansion in 2023

- Full basketball for youth programming.
- Expanded Soccer Program to Compete with Craig, Oak Creek, and Steamboat Springs.
- Expanded Baseball Program to Compete with Steamboat Springs, Oak Creek, and other leagues around Northwest Colorado.
- Expanded fitness programming for those with special needs (youth and adult)
- Expanded fitness programming of the Hayden Center.
- Expanded pickleball leagues (outdoor and in).
- Full utilization of parks and recreation facilities through programming.
- Community health program through nutrition and fitness.
- Working with Hayden School District Athletic programs and coaches to create partnership and feeder programs for HSD sports.

Events:

Triple Crown Tournament Events  
 Hayden Daze  
 Arbor Day celebration  
 COG Run  
 Easter Egg Hunt  
 Huck Finn Day  
 Holiday Tree Lighting Ceremony  
 Corn Hole Events  
 Disc Golf Tournament

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Harvest Festival

Other events as may be approved by the HPR Board or in partnership with Arts Commission/Arts Director

**SKILLS:**

Public relations, detail oriented, technologically proficient, organization skills, scheduling, records management, ability to communicate clearly verbally and in writing, problem solving skills, ability to use independent and collaborative decision-making processes, social media training, budget management, parks and recreation experience preferred or commensurate skill sets in management and public admin or private sector experience such as gym management.

**MENTAL DEMANDS:**

Routine office duties, basic decision making, good judgement, ability to establish and maintain effective working relationships with public and HPR as well as other Town departments and Town employees.

**EDUCATION/EXPERIENCE:**

Must be 21 years of age or older due to management of liquor license and laws dealing with liquor licenses for HPB and other Town of Hayden events that involve alcohol.

Bachelors degree in a field that is commensurate with experience for position or work experience of at least 6 years in a similar position of responsibility.

Previous work experience in a leadership and/or coordinator position, working and supervising program/event participants and volunteers, and previous management experience preferred but not required.

Employee needs to be creative, enthusiastic, positive attitude, have ability to think independently and work independently, and be willing to adhere to a schedule that has hourly demands that vary.

**WORKING CONDITIONS:**

This position will develop and administer recreational programs, activities and events for youth and adults. Preparation time, coordination with participants and facilities, and events will occur at variable hours during the days and evenings, on week days and weekends and vary season-to-season. The working conditions will include variable working days and hours, evenings and weekends and working under deadlines; outdoor work will involve inclement weather at times.

**WORK ENVIRONMENT:**

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The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

A majority of the duties performed by this individual will take place in and around the Recreation Department facilities. While performing the duties of this job, the employee will frequently work in outside weather conditions and is occasionally exposed to fumes, airborne particles, and toxic chemicals.

The noise level of the work environment is usually low to moderate.

While performing the duties of this job, the employee is constantly required to walk and/or run with program participants and walk up and down stairs. The employee is constantly required to use hands and fingers to handle or feel objects or equipment; stoop, kneel, twist, crouch, or crawl; talk or hear; and taste or smell.

The employee must have the ability to lift and/or move up to 50 pounds or more.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **CONTACTS**

This position will include regular contact with Town Council, Recreation Board members, Town Manager, school personnel, and personnel employed in various Town departments, and other community agencies or organizations.

## **SPECIAL REQUIREMENTS:**

Valid Driver's License and Proof of any Degree's or Certificates if needed.

## **SUPERVISION RECEIVED:**

Works under the supervision of the Town Manager.

**EEO: We believe diversity makes us stronger and we specifically identify as an organization that believes in Equity, Diversity, and Inclusion. The Town of Hayden provides equal employment opportunities to all employees and applicants without regard to sex, gender identity, sexual orientation, genetics, race, color, religion, national origin, disability, protected Veteran status, age, or any other characteristic protected by law or self-identified status.**

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