

## Recreation Coordinator Job Description

To work closely with the Recreation, and other related Town committees, to maximize fiscal considerations and promote physical-activity related recreational

### Fiscal Responsibilities

- Grant writing for Recreation related projects
- Budget – Recreation related expenses
  - o Monitor park equipment and facilities for cleaning, repair, replacement
  - o Maintenance
- Develop the yearly budget for submission to the Selectboard
- Fundraising
- Manage the Town website pages related to recreational activities

### Coordinate with organizations using the Little League

- Youth Soccer
- Pickleball
- Liaison with other Town organizations
- Green Up Day co-ordination

### Manage the Recreation Committee

- Co-ordinate with Town committees.
- Use the committee to co-ordinate volunteer efforts.
- Use the committee to Liaison with other Town organizations
  - Trails, Gardening, Parking, etc.
  - Align Goals, develop target coalitions and *recreational programs*

### Support Recreation oriented businesses

- Liaison with recreational oriented Richmond businesses to provide support
- Co-ordinate with Non-profit NGOs
  - o Senior Center events
  - o Biking Clubs (on & off road)
  - o Fun runs

### Public outreach

- Recruiting for Rec committee
- Develop new recreation events & activities