



CITY OF BANGOR  
PARKS & RECREATION

# RECREATION COORDINATOR JOB DESCRIPTION

**Position:** Recreation Coordinator - Municipal  
**Department:** Parks and Recreation  
**Reports To:** Parks and Recreation Assistant Director  
**Employment Category:** SAM 5 (Full-Time 40 Hour/Week)

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## Position Summary

The Municipal Recreation Coordinator is responsible for the planning, coordination, implementation, and evaluation of recreation programs, which include but are not limited to, youth and adult sports and leisure programs, leagues, tournaments, and municipal special events. This position plays a key role in fostering community engagement, promoting healthy lifestyles, and delivering safe, inclusive, and well-organized recreational opportunities for residents of all ages. The Coordinator works closely with staff, volunteers, schools, leagues, and community partners to ensure programs and events operate efficiently, safely, and within budget.

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## Essential Duties and Responsibilities

### Program Development and Coordination

- Plan, organize, and coordinate recreational programs, classes, leagues, camps, and special events for youth, teens, adults, seniors, and families.
- Coordinate seasonal sports programming (e.g., fall, winter, spring, and summer leagues).
- Develop, manage, and execute municipal special events such as tournaments and community-wide recreational events.
- Assess community needs and interests to develop new and engaging recreational offerings.
- Create program schedules, practice and game calendars, registration timelines, event logistics and promotional materials.

### Staff and Volunteer Supervision

- Recruit, train, schedule, and supervise part-time staff, coaches, officials, instructors, and event staff.
- Coordinate volunteer coaches and volunteers, including background checks and certifications.
- Provide leadership, mentorship, and performance feedback to ensure high-quality program delivery.
- Ensure all staff and volunteers adhere to department policies, safety procedures, and codes of conduct.

### Community Relations and Customer Service

- Serve as a primary point of contact for participants, parents, coaches, officials, and event partners.
- Communicate program rules, expectations, schedules, and changes clearly and effectively.
- Address participant concerns, disciplinary issues, and complaints in a professional and timely manner.
- Collaborate with schools, athletic associations, sponsors, and community organizations.

### Administrative and Financial Responsibilities

- Assist with program budgeting, fee structures, purchasing, and expense tracking.
- Maintain accurate records related to registrations, attendance, incident reports, and evaluations.
- Order and manage sports equipment, uniforms, awards, and event supplies.
- Ensure compliance with municipal policies, risk management standards, and insurance requirements.

## **Marketing and Outreach**

- Promote programs through social media, websites, newsletters, flyers, and community outreach.
- Assist with the development of seasonal brochures and digital content.
- Represent the department at community events, meetings, and outreach opportunities.

## **Facilities and Safety**

- Coordinate field, court, gym, and facility use for practices, games, and special events.
- Work with maintenance staff to ensure fields and facilities are properly prepared and safe.
- Monitor programs and events to ensure adherence to safety standards and policies.
- Respond appropriately to injuries, emergencies, and incident situations.

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## **Knowledge, Skills, and Abilities**

- Knowledge of recreation program planning, youth and adult sports programming, league operations, and event management.
- Understanding of coaching principles, officiating needs, and sports safety standards.
- Strong organizational, scheduling, and multi-tasking skills.
- Ability to supervise and motivate staff, coaches, and volunteers.
- Excellent communication, conflict-resolution, and customer service skills.
- Ability to work with diverse populations and promote sportsmanship and inclusion.
- Proficiency with recreation registration software, scheduling tools, and Microsoft Office.
- Ability to work some evenings and weekends.

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## **Minimum Qualifications**

- Bachelor's degree in Parks and Recreation, Recreation Management, Leisure Studies, Education, or a related field; or equivalent combination of education and experience.
- One to three years of experience in municipal recreation, program coordination, or a related field.
- Ability to work a flexible schedule which will include occasional nights and weekends.
- Valid driver's license.
- CPR/First Aid/AED certification (or ability to obtain within a specified timeframe).
- Background check required.

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## **Physical Demands and Work Environment**

- Ability to stand, walk, bend, and lift up to 50 pounds.
- Work is performed in both office and outdoor recreational settings.
- Exposure to varying weather conditions during outdoor programs and events.

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**The pay range for this position is \$26.23 – \$35.25 per hour (based on a 40-hour work week) and includes a comprehensive full-time benefits package.**

**Click the link below to view the job listing on the City of Bangor's website and apply Online!**

**Link to Job Listing Portal: [City of Bangor Parks & Recreation - Recreation Coordinator Job Listing](#)**