



Bristol Recreation Department

PO Box 249, Bristol, Vermont 05443

Phone: 453-5885 Fax: 453-5188 or www.BristolVtRec.com or e-mail: RecDirector@BristolVt.org

POSITION TITLE: Recreation Department and Hub Coordinator

RECREATION DEPARTMENT MISSION STATEMENT

The Bristol Recreation Department is committed to offering lifelong learning opportunities through a wide range of quality recreational and performing arts activities to people of all ages.

THE HUB TEEN CENTER & SKATEPARK is a teen center serving youth from ages 12 to 19 with the mission of providing a safe, supervised, substance-free environment when school is not in session.

SALARY: \$18.00 - \$20.00

A competitive benefits package is included

REPORTS TO: Recreation Department Director (20 hours) and Hub Director (20 hours)

HOURS: Monday – Friday 10AM-6PM (Summer hours vary)

Work does include some evenings and weekends.

POSITION SUMMARY

The Recreation Department and Hub Coordinator is a role that is split between the two organizations, 20 hours dedicated to both. In their role in the **Recreation Department**, they will be responsible for providing general administrative support to the Recreation Department, including data entry, basic money handling, and guest service. They will assist the Recreation Director with planning, organizing, and orchestrating events and programs for the five-town area residents, frequently assisting with community events and classes.

In their role as the **Hub Coordinator**, they will be responsible for aiding the Director in the daily operations of the Hub Teen Center. These tasks will include maintaining the building and grounds, supervising drop-in hours, assisting in planning events and programs, and in general serving as a positive role model for the youth in the community and working with them on developing a thriving, youth lead, community.

Duties and Responsibilities

Recreation Department Responsibilities

- Plan and produce recreational programs for a variety of community members
- Maintain Recreation Department website using MyRec software
- Help maintain the Recreation Department's social media (Facebook and Instagram)
- Provide instructors with class rosters, and pertinent participant information
- Coordinated partnerships between community groups, and various town committees
- Apply for and manage local, state and federal grants to support the operation of the Bristol Recreation Department
- Assist in the supervision and management of seasonal and part time staff and volunteers
- Assist in the preparation of the annual budget and organize purchasing for summer camps
- Plan, organize and coordinate community events, programs, and classes
- Maintain program supplies and equipment
- Assists in management of rental/use of recreational buildings, Hub Teen Center, and Parks.
- Take on the role of Parks Manager, check on parks once a week, maintain a maintenance plan and attend Conservation Committee meetings once a month.
- Positively represent the town of Bristol and Recreation Department when in the community
- Serve as a general information site for many in the community.

Bristol Hub Teen Center Responsibilities

- Provide supervision at the Hub Teen Center during drop-in hours (M-F, 3-6pm)
- Be a positive role model for youth and community members
- Collaborate with Hub Director on big picture goals for the Hub
- Work closely with the Hub Director to coordinate purchasing necessary program supplies and equipment
- Work closely with the Hub Director to monitor and maintain existing program areas including computers, video game systems, musical instruments, board games, arts and crafts and more
- Maintain Hub Teen Center's website with up-to-date information regarding upcoming events and programs as well as monthly attendance updates
- Attend monthly Community Advisory Board meetings, record notes and post notes on the Hub website
- Assist the Hub Director during special events and programs hosted at the Hub Teen Center
- Attending training, webinars, and professional development workshops

Knowledge and Experience

- Associate Degree required; Bachelors recommended. Years of experience in a related field may, but not necessarily will, offset education requirements.
- Minimum of one year's experience in staff management/supervision.
- Minimum of one year's experience working with youth
- Experience in community building
- Meet frequent deadlines and time pressures with a positive attitude.
- Communicate effectively both orally and in writing.
- Knowledge and experience with various computer applications.
- Attain CPR/AED and First Aid certification.
- Pass criminal background check.

Desired Attributes

- Demonstrates a desire to serve others and fulfill community needs.
- Works effectively with people of diverse backgrounds, abilities, opinions, and perceptions.
- Demonstrates effective leadership and strategic planning.
- Makes sound judgements and transfers learning from one situation to another.
- Embraces innovative approaches and discovers ideas to create a better guest experience.
- Strives to meet or exceed goals and deliver a high value experience for guests.
- Pursues self-development that enhances job performance.
- Demonstrates an openness to change and seek opportunities in the change process.
- The ability to listen and interact with youth to tailor successful programming.
- Able to work in fast paced work environment
- Excited about creating positive community spaces
- Ready to advocate for the needs of underserved community members
- Present positive role modeling through interactions with all ages in the community

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