

Job Description for Barnstead Parks & Recreation Coordinator

A. Job Responsibilities

1. Work with Board of Selectmen and Parks & Recreation Commission in all areas of job
2. Work with and inspire Parks and Recreation Commission to develop over time a program that significantly improves the quality of life for residents of Barnstead
3. Publicize and recruit participation in all Barnstead Parks & Rec activities. Make full use of electronic media, and cell phone apps.
4. Recruit and coordinate volunteers for parks & recreation activities
 - a. Existing Parks & Rec Activities
 - b. Develop new activities & events
5. Act as liaison with Parks & Recreation staff in adjoining towns
6. Review Barnstead Adventure Zone grant and represent Parks & Recreation Commission in supporting BAZ.
7. Coordinate preparation & maintenance of Barnstead Ice Rink & Parks & Rec space, shed behind library, and all other Parks & Rec property and equipment.
8. Work with Parks & Rec Commission to develop annual budget request to Board of Selectmen and Budget Committee. Manage Parks & Rec Budget expenditures as delegated by Parks & Rec Commission.
9. Work with Parks & Rec Commission to develop multi-year Capital Improvement Plan.
10. Work with activity leaders and Commission to set and enforce rules for Parks & Rec activities when appropriate.
11. Act as liaison between Parks & Recreation Commission and other Town Boards & Organizations, including, but not limited to:
 - a. Official Town and school agencies such as Oscar Foss library, Conservation commission, Barnstead Police Department, Barnstead Elementary School, Prospect Mountain High School, Barnstead Fire Department, Barnstead Beach program and others;
 - b. Private or volunteer recreation groups such as Revolution Sports, Archery Program, Old Home Day, Summer Concerts, BYBSA, Locke Lake Association and others;
 - c. Any other interested groups and activities

B. Job Qualifications

1. Commitment to recreation activities for all ages and all residents of Barnstead, including at risk residents;
2. High energy, positive attitude, enthusiastic personality
3. Demonstrated excellence in interpersonal and communication skills
4. Demonstrated ability to work with people of different ages, backgrounds, and perspective
5. Demonstrated ability to be task oriented, efficient, and effective
6. Ability to utilize multiple methods of communication including Social media to promote Parks & Rec programs and activities
7. Familiarity or experience with recreation activities
8. Town resident preferred

C. Initial Priorities

1. Contact leaders of all existing parks & recreation activities and facilities in Barnstead. Identify potential ways to support existing activities and facilities while respecting independence of existing groups;
2. Establish relationships with staff and leaders of Parks & Recreation activities in neighboring towns. Look for ways to establish mutual support and mutually beneficial relationships;
3. Identify, recommend, and organize a reliable and successful ice rink program in winter of 2018-2019;
4. Establish relationship with Barnstead Adventure Zone program.
5. Recruit Barnstead residents interested and capable of creating and leading new Parks & Recreation activities;
6. Begin dialogue with Parks & Rec Commission, Select Board, Barnstead Police Department, Barnstead Welfare Officer, Barnstead Elementary School, and other potential partners for future development of services targeted to at risk residents.

D. Compensation & Finance

1. Stipend of \$6500 for balance of 2018. Stipend may be increased for 2019, dependent on Town budgeting process.
2. Flexible hours
3. Expected hours will vary from week to week depending upon season and schedule, and should average 20+ hours per week
4. Details to be worked out with Parks & Rec Commission

E. Authority and Reporting

1. The Parks and Recreation Coordinator will report to the Chair of the Barnstead Parks and Recreation Commission.
2. The Coordinator may establish program services within rules and guidelines established by the commission.
3. The Coordinator may expend funds within limits approved by the Select Board and/or the Commission.
4. The Coordinator must act within any limits established by the Select Board in its delegation of authority to the Parks & Recreation Commission.