

Town of Franklin, Vermont

Coordinator of Recreation Job Description

This position is divided into athletic duties and events duties. These two roles may be performed by the same coordinator, or split between two coordinators. The Coordinator(s) are responsible for organizing and promoting year round recreation activities for people of all ages and for the administration, management of recreation activities and scheduling. The Coordinator(s) work closely with the Franklin Recreation Department to establish a vision, policies, and long range planning for the department. The Coordinator(s) are under the direct supervision of the Franklin Recreation Department, which answers to the Town of Franklin Selectboard. This position(s) are part time (approximately 14 hours per week total; variable depending on season) and will require evening and/or weekend hours.

The duties of the Athletic Coordinator of Recreation include:

- Coordinates existing athletic programming for community youth, including soccer, basketball and little league.
- Develops and submits to the Department for consideration new athletic programs for community members of all ages.
- Monitors and maintains the athletic schedule, website, social media and compiles periodic statistical reports to report to the Recreation Department and the public.
- Oversees all areas, facilities and equipment under the Recreation Department control to ensure optimum use in support of the community athletic programs.
- Establishes a working relationship with the community and agencies concerned with planning, public welfare, and education which closely relate to community athletics.
- Works closely with the local school district to develop recreational athletic programs and assure the availability of the school's facilities for community recreation athletic programs.
- Interacts with the community and recreation participants in a professional and courteous manner.
- Attends Recreation Department Board Meetings.
- Maintains communication with the public via email, website, and social media.

The duties of the Events Coordinator of Recreation include:

- Coordinates a diversified program of recreational events, activities, and services for all age groups and interests in conjunction with the Department.
- Develops and submits to the Department for consideration new programs as needs require.
- Monitors and maintains the event schedule, website, social media and compiles periodic statistical reports to report to the Recreation Department and the public.
- Develops and oversees fundraising opportunities for the Department.
- Researches grant opportunities.
- Oversees all areas, facilities and equipment under the Recreation Department control to ensure optimum use in support of the community recreational events.
- Establishes a working relationship with the community and agencies concerned with planning, public welfare, and education which closely relate to community recreation.
- Works closely with the local school district to develop recreational programs and assure the availability of the school's facilities for community recreation events.

- Interacts with the community and recreation participants in a professional and courteous manner.
- Attends Recreation Department Board Meetings
- Maintains communication with the public via email, website, and social media.

Preferred Qualifications of the Coordinator(s) of Recreation include:

- Excellent oral and written communication skills.
- Proficient in Microsoft Office/Google docs.
- High School Diploma or Equivalent.
- Experience playing or coaching team sports.
- Experience leading community events.
- Resident of Town of Franklin or adjacent community.
- Background Check Required.

The pay rate for this position ranges from \$14-\$16 per hour. The athletic coordinator duties will be paid via stipend at the end of each season.

Submit a Letter of Interest along with three references to the Franklin Recreation email address: franklinvtrecreation@gmail.com by July 27, 2025.

The Recreation Coordinator Contract is subject to quarterly reviews and evaluations.