



TOWN OF MILLIS

OFFICE OF THE TOWN ADMINISTRATOR

Veterans Memorial Building
900 Main Street • Millis, MA 02054
Phone: 508-376-7041

Recreation Program Coordinator Recreation Department

The Town of Millis is seeking dynamic, community-focused Recreation Program Coordinator to design and lead a variety of recreational, cultural, educational, and social programs for all ages.

What You'll Do:

- Collaborate with the Director to plan and implement short- and long-term program strategies.
- Create and manage engaging events, classes, and activities tailored to community interests.
- Research trends, assess community needs, and evaluate program success.
- Oversee day-to-day program operations, including safety, staffing, and logistics.
- Support instructors and staff to ensure high-quality, inclusive experiences for all.

This is a benefitted 30 hour per week union position, Grade 5.
Hourly pay range \$30.46-\$38.11

Applications are available upon request at the Town Administrator's Office, Veterans Memorial Building, 900 Main Street, Millis, MA 02054 , or at millisma.gov. Completed job application and resume should be returned to the Town Administrator's Office Town at townadmin@millisma.gov

Applications will be accepted until Thursday, July 31st

The Town of Millis is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. The Town of Millis is committed to compliance with all fair employment practices regarding citizenship and immigration status.



TOWN OF MILLIS

DATE: July 2025

JOB TITLE: Recreation Program Coordinator
DEPARTMENT: Executive Office
REPORTS TO: Recreation Director

UNION/PP: SEIU
GRADE: 5
HOURS: 30/week

Definition

Under the general direction of the Director, performs responsible administrative, professional, technical, and supervisory duties planning, organizing and conducting a variety of recreational, social, cultural and educational programs, projects and/or special events for the Millis community; all other related work as required.

Essential Duties and Responsibilities

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

In collaboration with the Director, develops short- and long-range plans for Department programming; creates, designs, plans, implements and coordinates a wide-variety of community recreational, cultural, social and educational programs for all age groups and levels of proficiency; researches interest, potential participation and viability of proposed programs and analyzes issues of concern relative to potential program offerings. Maintains operational, administrative and fiscal responsibility for programs assigned; ensures safety and security of staff, instructors and participants; ensures that staff and instructors are apprised of their responsibilities, fully meet the obligation of their contracts/agreements with the Department, and submits and maintains financial reports regarding programs and events.

Oversees special programs and events, summer camps, sports clinics, field trips, dances, workshops, trips and clubs. Provides direct site supervision and set-up and instruction for selected programs and special events. May be assigned special projects to manage or activities to facilitate.

Maintains and updates master schedule of Town Calendar room use.

Plans room set-up and directs staff in accordance to set-up needs.

Provides customer service to all that interact with the Recreation Department, answering questions, referring inquiries, and providing responses and information in person, by telephone or mail and/or electronic mail. Attends relevant meetings and may represent Town at forums.

Attends and participates in staff meetings to keep informed of and/or provide input on projects, goals, schedules, and Town and department directives. Keeps Recreation Director informed of progress and problems on a regular basis.

Maintains current knowledge of, and developments in the recreation profession through continuing education, peer association and attendance at seminars, meetings, etc.

Performs similar or related work as required, or as situation dictates.

Supervision



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Works under the general direction of the Recreation Director in accordance with departmental policies and procedures; works independently to complete assigned tasks according to proscribed time schedule; all questionable cases are referred to the Recreation Director.

Supervisory Responsibilities

Oversees temporary, seasonal, and part-time program staff of fluctuating numbers dependent upon seasonal and special events, programs and activities.

Performs a variety of responsible functions, requiring a thorough knowledge of departmental operations and the exercise of judgment and initiative, particularly in situations not clearly defined by precedent or established procedures.

Work Environment

Some work is performed under typical office conditions; most work involves physical activities conducted at program sites. The workload is subject to fluctuations. Programs, classes, meetings, and special events require evening and weekend work as part of the normal schedule; the employee is on call and may respond to emergency situations.

The employee operates standard office equipment; telephone, fax, copy machine, personal computer, etc., hand tools, recreation equipment, communications equipment, and an automobile.

The employee has ongoing contact with other staff, program participants, the public, the school and other Town departments, vendors, and external agents. Contact is in person, by telephone, text, and email and requires professionalism, tact and discretion.

The employee has access to department-related confidential information.

Errors could result in personal injury, injury to others, delay or loss of service, damage to facilities and equipment, monetary loss, and legal repercussions.

Recommended Minimum Qualifications

Education and Experience

Bachelor's Degree in recreation, physical education, education, or related field; two years of experience in providing recreation programs in instructional or supervisory capacity; or an equivalent combination of education and experience.

Additional qualifications

Valid Massachusetts motor vehicle operator's license
CPR, AED and First Aid certifications
Ability to pass CORI and SORI certification.

Knowledge, Ability and Skill



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Working knowledge of the principles and practices of recreation management and community program provision. Knowledge of community organizations.

Ability to interact effectively and diplomatically with other Town employees and the general public. Ability to motivate and encourage participation in programs. Ability to plan and organize programs, including scheduling and recruiting staff and volunteers. Ability to supervise efficiently. Ability to communicate clearly and concisely, both orally and in writing with people of all ages. Ability to provide instruction.

Excellent planning, organizational and customer service skills. Administrative, supervisory and leadership skills. Strong computer skills, including, but not limited to, proficiency in word processing, spreadsheet, email and database software.

Physical Requirements

Moderate physical effort is generally required to perform duties at program sites. The employee is frequently required to stand, walk, sit, speak and hear, use hands to operate equipment, climb or balance and reach with hands and arms. May be required to lift, move, push and/or carry weights of up to 25 pounds. Vision requirements include the ability to read routine documents, use a computer and operate an automobile.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.