

**Town of Norfolk**  
One Liberty Lane  
Norfolk, MA 02056

TOWN CLERK  
NORFOLK

**Program Coordinator**  
**Recreation Department**  
**Grade 9/Non-Union position with benefits**  
**Full-Time, 40 Hours per week**  
**Starting Salary Range: \$67,225.60-\$70,616.00**

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The Town of Norfolk Recreation Department is seeking a highly organized, energetic, and community-focused **Program Coordinator** to plan, develop, and oversee a wide range of recreational programs, leagues, and special events serving residents of all ages. Reporting to the Recreation Director, the Program Coordinator is responsible for coordinating seasonal and year-round programming, supervising instructors and staff, managing vendors, promoting programs, and ensuring high-quality service delivery. This position plays a key role in meeting the recreational needs of the community and supporting the mission of the Recreation Department. The position is full-time, 40 hours per week, with a typical schedule of Monday through Thursday, 8:00 a.m. to 6:00 p.m.; however, flexibility is required to work evenings, weekends, and other days as needed to manage leagues, programs, and community events.

**Minimum Qualifications**

- Bachelor's degree in Recreation, Leisure Services, or a related field
- Minimum of five (5) years of progressive experience in recreation or a related field
- Minimum of two (2) years of supervisory experience
- Ability to obtain CPR, First Aid/AED, and Concussion Training certifications within required timeframes.
- Certified Park and Recreation Professional (CPRP) certification preferred or obtainable within six (6) months of hire
- Valid state driver's license with good driving record attested by an RMV inquiry
- Ability to pass CORI and SORI background checks

Preference will be given to applicants with professional certifications and municipal recreation experience.

The Town of Norfolk offers a full suite of benefits, the ability to earn a pension through the **Norfolk County Retirement System**, and a competitive salary. The Recreation Department provides a work vehicle for transport between sites and for program preparation needs.

**Deadline:** Open until filled.

To apply, candidates must submit a **resume, cover letter, and a completed Town of Norfolk Job Application to [jobs@norfolkmass.gov](mailto:jobs@norfolkmass.gov).** Application forms are available at [www.norfolkmass.gov](http://www.norfolkmass.gov).

The Town of Norfolk is an **Affirmative Action and Equal Opportunity Employer.**