

Town of Norfolk

One Liberty Lane
Norfolk, MA 02056

TOWN CLERK
NORFOLK

Program Coordinator Recreation Department

2025 DEC 29 PM 2:44

Grade 9/Non-Union position with benefits

Full-Time, 40 Hours per week

Starting Salary Range: \$67,225.60-\$70,616.00

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. Application forms are available at www.norfolkmass.gov.

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