



Town of Sudbury Job Announcement Program Coordinator – Park and Recreation

The Town of Sudbury Park and Recreation Department is currently hiring for the position of Program Coordinator. This is a full-time (35 hours per week), benefits-eligible position responsible for creating a well-rounded program of activities and events for the Town of Sudbury, including programming for adults, youth and children. We are seeking candidates with strong interpersonal and communication skills who are organized, energetic, creative and willing to try new things. The position is based at the Fairbank Community Center, a beautiful new facility that features a pool, gym, multi-sport courts, and multiple classrooms/spaces (among other amenities), and offers tremendous potential for new activities and events beyond our existing programming.

Typical qualifications for this position include a bachelor's degree in Recreation, Leisure Studies or a closely related field; and 3 years of experience working in a recreational facility (preferably in program coordination) or any equivalent combination of education and experience. Candidates must have a valid driver's license and be willing to drive a 12-passenger van on occasion (no special license required).

The full salary range for this position is \$51,077 to \$67,179 (35 hours per week). Starting salary is based on qualifications. Sudbury also offers excellent benefits, including health, dental, life and disability insurance, flexible spending accounts, a pension and optional retirement savings accounts. For more information, including the full job description, visit <https://sudbury.ma.us/hr/>.

To apply, email your resume and cover letter to jobs@sudbury.ma.us. This position is open until filled; apply by 9/21/26 for initial consideration. Contact Human Resources with questions: hr@sudbury.ma.us or 978-639-3348.

Link to [Job Posting](#)

The Town of Sudbury is an Affirmative Action/Equal Opportunity Employer and considers applicants for all positions without discrimination the basis of race, color, religion, national origin, sex, age, disability, sexual orientation, ancestry, marital status, veteran status, or any other legally protected status.