



City of Woburn, EOE, pop. 38,000, budget \$144M, seeks qualified candidates for **Full Time Recreation Department Program Coordinator**

Job Title: Program Coordinator- Recreation Department (Full Time)

Hours: Hours will be 32.5 hours a week, including nights and weekends to attend programs and events. Schedule will vary based on the season and activities. Expected five days a week. Flexibility is required.

Salary: Hiring Range: \$60,712.91 - \$64,410.33 (budgetary). Grade Range: \$60,712.91 to \$74,669.22

Position Summary: Under the general supervision of the Recreation Director & Assistant Recreation Director the Program Coordinator is responsible for the planning, coordination, implementation, and supervision of assigned programs, events and activities for the community.

Essential Job Functions:

- Works independently and collaboratively in overseeing, planning, and coordinating a variety of Recreation activities and events.
- Assists in developing promotional materials for program communication through brochures, social media, website, and e-mail communications.
- Monitors the day-to-day operation of seasonal programs and camps by making site visits, maintaining inventory of supplies and equipment, providing payroll information to Department staff assigned to process payroll, and handling residents' inquiries and complaints.
- Ensures the safety of participants by monitoring all part-time instructors and summer staff; inspects facilities and equipment used by participants, reports needed repairs or replacement.
- Assists in monitoring the Department's website and works with the Assistant Director to update/add new material; maintains all program information including program registration, tracking demographic data, tracking revenue, brochure development, and internet marketing.
- Keeps informed of recent trends in Recreation programming; attends training seminars for the purposes of continuing education, maintaining certification, and to disseminate occupational best practices to division personnel. Assists in developing policy and procedures for the Department and its programs.
- Responds to public inquiries regarding Department services and programs via telephone, email, written correspondence, social media and/or during site visits and tours.
- Works evenings and weekends as necessary to effectively coordinate, supervise, and monitor programs.
- Coordinates and administers sports leagues. Monitors registration, onboards volunteers and staff, schedules all games and practices, including the facility reservations through the Department of Public Facilities.
- Performs related duties as assigned.

Education & Experience: Bachelor's Degree in Recreation & Leisure Studies or a related field, with one to three years of related experience in the development and implementation of recreational, social and cultural programs and activities.

Knowledge, Skills and Abilities

- Ability to work in a fast-paced environment, while maintaining an excellent level of customer service
- Detailed oriented and proficient in technology including Microsoft Office, content management, social media, Canva, Contact Manager. Experience with myrec preferred.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. In performing the duties of this position, the employee will be required from time to time to sit, talk listen, stand walk, stoop and reach with hands and arms to access documents, files, and equipment. Employee may lift up to 25lbs in equipment and stand for extended periods of time up to a few hours. This position will encompass time at a desk in an office environment as well as in the field at different outdoor and indoor recreation locations The position has normal vision requirements.

Requirements

Valid driver's license and or ability to travel independently between work locations.

CPR/First Aid Certification within six months of hire

Certified Park & Recreation Professional (or equivalent) is preferred, but not required

To Apply: Please send resume and cover letter to Director of Human Resources, Shawna Healey at shealey@cityofwoburn.com by September 27, 2026