



# VACANCY ANNOUNCEMENT

Human Resources Department 150 Highland Ave Bridgeport, CT 06604

## RECREATIONAL PROGRAM COORDINATOR TEMPORARY – 19 HOURS WEEKLY

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**Department:** Asset Management @ TRUMBULL GARDENS  
**Reports to:** Facilities Operations Administrator / Site Housing Manager  
**Job Type:** Temporary – 20 hours **FLSA Code:** Non-Exempt /hourly  
**Rate:** **Minimum:** \$17.94/hourly **Maximum:** \$20.51/hourly  
**OPEN:** 06/13/2018  
**Posting Expires:** 06/25/2018

### General Statement of Duties

Report to the Facilities Operations Administrator at the Executive Offices. The Recreational Program Coordinator is a creative and motivated professional with experience in recreational development for the Authority's diverse resident population @ Trumbull Gardens. The position requires the individual to plan, develop, coordinate, implement and supervise innovative programming such as Social, Recreational, Arts & Crafts, Physical Education, Sporting Leagues and Educational programs. It is also expected that the person perform related administrative duties including grant writing and report writing. Work schedule to be determined based on activities, community events and program requirements - not to exceed 19 hours weekly as a 6 months temporary assignment.

### Key Duties/Essential Job Functions

1. Plan, implement, and supervise Trumbull Gardens recreational programs and activities that supports family, elderly and youth development strategies and establish objectives consistent with organizational goals and mission statement.
2. Oversee the provision of day-to-day program activities in accordance with established standards and goals for all BHA residents.
3. Organize capital campaigns and fund-raising activities that help underwrite Facility upkeep and capital investments.
4. Prepare grant applications for federal, state, and not for profit entities, if feasible, to underwrite activities.
5. Ensure that residents participate in a variety of program activities and receive instructions and constructive feedback to develop skills independently.
6. Oversee provision of guidance services to members to assist them in making appropriate choices in educational, personal, physical, social, emotional, vocational and spiritual needs.
7. Demonstrate leadership and provide programmatic initiatives for internal and external activities.

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*(continued ...VACANCY ANNOUNCEMENT - RECREATIONAL PROGRAM  
COORDINATOR 06 2018) 2 OF 3*

8. Establish and maintain TG program goals for residents and settings that ensure the health and safety of members. Must understand and effectively communicate standards of program to residents.
9. Manage volunteer staff and coordinate with PCC/BHA maintenance staff at Trumbull Gardens.
10. Ensure the evaluation of Authority programs on a continual basis and ensure programs/activities respond to resident and participant needs and address their cultural diversity.
11. Recruit, select and manage assigned volunteers, ensuring productive utilization of program activities and effective performance. Provide ongoing feedback and regular appraisal; identify and support developmental opportunities.
12. Maintain proper recordkeeping and reporting including activities and events conducted, breakdowns of daily participation, notable achievements and any concerns or issues.
13. Increase visibility of Authority programs via posting of daily schedule, announcements of upcoming events and the dissemination of timely information for the development of advertisement and promotion through mailings, fliers and media releases.
14. Oversee special programs, events and participate in the implementation of other activities as necessary and may be required to drive the Authority's van periodically.
15. Maintain close, daily contact with Trumbull Garden's Housing Manager, Director of Asset Management and the Executive Director to provide information, discuss issues, explain or interpret guidelines, instructions and counseling to residents.
16. Maintain contact as needed with external community groups, schools and participants to assist in resolving problems.
17. Management of Public Facilities: entails public housing and educational entity.
18. Responsible for providing monthly reporting of site activities to Facilities Operations Administrator
19. Perform other duties as required.

**Qualifications/Education**

Four-year degree in Physical Education/Recreation or related field from an accredited college or university. A minimum of five years work experience in planning and supervising activities based on the developmental needs of a diverse population. Thorough knowledge of Federal, State and Local laws. Strong communication skills, both verbal and written. Courteous in dealing with residents and the public. Must be a team player. Demonstrate the ability to make decisions independently. Computer literate. Demonstrated organizational, staff and project



*(continued ...VACANCY ANNOUNCEMENT - RECREATIONAL PROGRAM COODINATOR 06 2018) 3 OF 3*

management abilities. Mandatory CPR and First Aid Certifications. Possess a valid CT driver's license and a Public Service License.

### **Working Conditions/Physical Requirements**

Typical office environment and able to attend meetings, trainings and travel to BHA sites unaccompanied.

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**TO APPLY:**

#### **INTERNAL**

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#### **EXTERNAL**

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ffb547d0-1e62-46d1-b6c9-ff3853939647&jobId=132320&lang=en\\_US&source=CC3&cclId=19000101\\_000001](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ffb547d0-1e62-46d1-b6c9-ff3853939647&jobId=132320&lang=en_US&source=CC3&cclId=19000101_000001)

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