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## City of Bridgeport, Connecticut Civil Service Commission/Human Resources

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### NOTICE JOB POSTING

**TO:** LIUNA – City of Bridgeport Employees  
**FROM:** Civil Service Commission/Human Resources  
**DATE:** October 28, 2024  
**RE:** Recreation Coordinator

The **Public Facilities** has an opening for the above-referenced position.

**Annual Salary is \$58,188.00 and the Job Description is attached.**

If you are a LIUNA affiliated employee and meet the requirements for the above position; you may bid by:

- 1) Submit a resume in person to City Hall, 45 Lyon Terrace, Room 106 during business hours of 9:00 am - 5:00 pm.

OR

- 2) Submit resume to [COB.Jobs@BridgeportCT.gov](mailto:COB.Jobs@BridgeportCT.gov) using the Subject line of “LIUNA – Recreation Coordinator”

This Notice is also available for review on our City’s Career Website  
<https://www.bridgeportct.gov/government/departments/civil-service/city-careers>

**Deadline for signing is November 8, 2024, at 11:59pm.**

## **JOB DESCRIPTION**

Job Title: **RECREATION COORDINATOR**  
Department: Park and Receptions, Department of Public Facilities  
Reports To: Recreation Superintendent and/or Department Authority/Designee  
Union / Pay Grade: LIUNA  
Prepared Date: November 10, 2021

### **GENERAL STATEMENT OF DUTIES:**

Professional recreation work in the planning, development, operation and conducting of recreational programs. While work is subject to general review for uniformity with policies, there is great latitude for independent judgment and decision with respect to details and execution. The Recreation Coordinator class is distinguished from the Recreation Supervisor by the latter's degree of program responsibility, which includes preparing and justifying a budget, grant writing, preparing unit reports and presentations for Council, and administering a comprehensive program.

**SUPERVISION RECEIVED:** Performed under general administrative direction of the Superintendent of Recreation and/or Department Authority

**SUPERVISION EXERCISED:** Supervises full time and seasonal Recreation staff

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Recruit, train, schedule, and supervise all part-time seasonal staff
- Develop and maintain programs for all recreation accounts such as, but not limited to; the aquatics program, youth camps, adaptive recreation and inclusion support programs and athletics
- Manage all recreation programs that are held, including during nights and weekends
- Schedule locations and obtain permits for all recreation programs and activities
- Prepares and manages programming budgets
- Coordinate and participate in promotional marketing events throughout the City
- Purchase and maintain inventory of special equipment and supplies

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of the practices and methods and of community needs and problems with respect to public recreation
- Ability to prepare complex and oral and written reports
- Ability to organize and make effective policies of procedures pertaining to recreation and public relations programs
- Thorough knowledge of organization and management principles and practices with reference to playgrounds, community centers and athletics
- MUNIS experience preferred for inputting revenue into MUNIS
- Requires extensive use of registration and reservation software
- Must be able to work evenings, weekends, and holidays

### **MINIMUM EDUCATIONAL & TRAINING REQUIREMENTS**

- College graduation from an accredited college or university with a degree in public, parks and recreation administration or combination of education and experience
- Extensive experience in general recreation programs, including five years in a supervisory capacity

## **LICENSES AND CERTIFICATIONS**

- A valid Connecticut Driver's License may be required for transportation between various locations.

## **PHYSICAL DEMANDS**

*The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations which do not cause undue hardship may be made to enable individuals with disabilities to perform the essential functions.*

- While performing the duties of this job, the employee is frequently required to walk, sit, and talk or hear. The employee is occasionally required to use hands, feet, and limbs.
- The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 50 pounds and occasionally lift weights up to 75 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles. may spend extended time in an outdoor environment with exposure to high heat and sun.

*This job description is not, nor is to be intended to be, a complete statement of all duties, functions, responsibilities, and qualifications which comprise this position.*