

The Town of New Milford is hiring! The Town of New Milford Parks and Recreation Department is currently accepting applications for the position listed below. Qualified and interested applicants should submit a resume, cover letter, three professional references, and a completed Town of New Milford employment application to Personnel@newmilford.org



Town of New Milford Parks & Recreation Department

2 Pickett District Road, New Milford, CT 06776
Telephone (860)-355-6050 – Fax (860)-355-6052

Job Description: Soccer Coordinator Seasonal for Spring and Fall

POSITION: Sports Coordinator

REPORTS TO: Director of Programs and Events, Director of Parks and Recreation

LOCATION: Town of New Milford

SEASONAL: 6 Hours/Week

RATE: \$25/hour

MISSION:

The mission of the New Milford Parks and Recreation Department is to provide quality leisure opportunities in a safe and healthy atmosphere and to enhance the quality of life of the community through the responsible management of parks, recreation activities and natural resources. To meet these ends, the Parks and Recreation Department attempts to provide safe and wholesome recreational services of both a passive and active nature. Our goal is to create a balance of activities, special events and programs for any and all segments of the population.

GENERAL STATEMENT OF DUTIES:

To assist with the development and to supervise and evaluate sports for the Department. To instruct youths and adults in a specific sporting event.

ESSENTIAL FUNCTIONS:

- Instructing youths and adults in the fundamentals of a specific sport.
- Train, supervise and evaluate coaches, officials and scorekeepers.
- Administer First Aid as needed.
- Be aware of the risk management plan to include emergency training and response, injury prevention, incident and accident forms.
- Help to develop marketing plans to include Parks and Recreation brochure information, posters, public service announcements, newspaper articles, online scheduling, etc.
- Assisting in the development of a comprehensive evaluation plan for making improvements to each program.
- Assist with the ordering of supplies, shirts and awards for the program as needed. Schedule games, practices, and special events and cancellations.
- Adjust and distribute program rules as needed.
- Provide front office staff with all information pertinent to programs.
- Work with the Director and Assistant Director on developing ideas for additional programs.

- Performs other related duties as assigned.

PHYSICAL REQUIREMENTS:

Must be able to:

- Actively run, jump, swim, and lift a minimum of 1/3 their own body weight.
- Frequently bend, twist, crouch, squat, kneel, climb stairs and flex and rotate head and neck.
- Occasionally crawl, push, pull, reach and lift above shoulders.
- Occasionally work on uneven ground and slippery surfaces.
- Use hands in repetitive motion, grasping and fine manipulation of both right and left hands.
- Withstanding constant and repeated exposure to nature’s elements: rain, sun, wind, cold and heat.

KNOWLEDGE, SKILLS AND ABILITIES:

- Must possess experience and vast knowledge of the sport you are instructing.
- Must possess excellent organization and communication skills.

MINIMUM QUALIFICATIONS:

- Must be able to organize teams
- Experience coaching soccer
- Candidates must be CPR, First Aid and AED certified or able to obtain such certification within the first (3) months of employment.
- Candidates must have a valid CT Driver’s License or be able to obtain it within three (3) months of employment.

EDUCATION, TRAINING AND EXPERIENCE:

- High school diploma or GED
- First Aid and Adult/Child CPR certifications required.
- Must possess or have ability to obtain a CT Driver’s license.
- Experience with sports league administration preferred.

(The above description lists only those job duties necessary for salary evaluation and does not include each and every job duty requirement.)

The Town of New Milford is an Equal Opportunity Employer.

Sports Coordinator

Date

Director of Programs and Events

Date

Working Conditions, Physical and Mental Requirements: Occasionally may be exposed to inclement weather in carrying out duties. Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

Frequency: Place an "X" in each box that is appropriate to your job.

NEVER (N)	OCCASIONALLY (O)				FREQUENTLY (F)	CONSTANTLY (C)			
0 % of Shift	1-33% of Shift				34-66% of Shift	67-100% of Shift			
Frequency:	N	O	F	C	Frequency:	N	O	F	C
Physical Demands:					Depth Perception				X
Standing				X	Color Distinction				X
Walking				X	Peripheral Vision				X
Sitting		X			Driving		X		
Lifting			X		Physical Strength:				
Carrying			X		Little Physical Effort (-10 lbs.)			X	
Pushing			X		Light Work (-20 lbs.)		X		
Pulling			X		Medium Work (20-50 lbs.)		X		
Climbing		X			Heavy Work (50-100 lbs.)		X		
Balancing		X			Very Heavy Work (100+ lbs.)	X			
Stooping		X			Environmental Conditions:				
Kneeling			X		Cold (50 degrees F or less)		X		
Crouching			X		Heat (90 degrees F or more)		X		
Crawling		X			Temperature Changes			X	
Reaching			X		Wetness		X		
Handling				X	Humidity		X		
Grasping			X		Extreme Noise or Vibration		X		
Twisting			X		Exposure to Chemicals		X		
Feeling			X		Exposure to Gasses and Fumes		X		
Talking			X		Exposure to Unpleasant Odors		X		
Hearing				X	Exposure to bodily fluids		X		
Repetitive Motion				X	Exposure to dampness		X		
Hand/Eye/Foot Coordination				X	Confinement to a Small/Restricting Area		X		
Visual Acuity/Near				X	Mechanical Hazards		X		
Visual Acuity/Far				X	Physical danger		X		

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The Town of New Milford is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the Town when necessary.