

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 Personnel Department

10 Main Street, New Milford, CT 06776
Telephone (860)-355-6089 – Fax (860)-355-6031

JOB CLASSIFICATION DESCRIPTION

Job Title: Road Race Coordinator

Department: Parks and Recreation

Hours: Total of 161 hours, as listed below, from 8:00 AM - 4:00 PM Monday through Friday: Regular office hours required.

- February 15-June 10 = 3 hours per week @ 17 weeks
- June 13-July 22 = 10 hours per week @ 6 weeks
- July 25-July 30 = 40 hours per week @ 1 week
- August 1-August 5 = 10 hours per week @ 1 week

Supervision Received: Works under the supervision of the Director and Assistant Director of Parks & Recreation.

Supervision Exercised: Supervises all Road Race personnel, including timing personnel, master of ceremony, sound system personnel, water station volunteers, and food booth volunteers.

Example of Duties:

- Coordinate all meetings with Recreation staff
- Attend all Village Fair Day meetings during the months of January through July
- Establish, supervise and recommend budget to the Director of Parks & Recreation
- Design and order Road Race t-shirts and prizes for staff & runners
- Request permission from Town Council and Traffic Authority to close roads
- Request the use of Town Hall
- Request for the service of a Public Works Building Maintainer
- Request the services of the Police Department
- Request for Ambulance service
- Request services of the CERT Team
- Actively solicit volunteers for all areas
- Set up water stations, food booth, and registration area
- Solicit donations for runner's bags and donations of food and water for runners

- Solicit businesses for cash donations
- Hire sound system company, timing company, and master of ceremonies
- Purchase any food and water that was not donated
- Prepare all publicity, including registration booklet, signage, flyers, press releases, and advertise in Runners World
- Evaluate Road Race
- Send thank you notes to all sponsors and volunteers
- Perform all other related duties as requested by the Director

Minimum Qualifications:

- High School Diploma
- Associates Degree in Parks & Recreation preferred.
- Experience, knowledge, skills and abilities to organize and coordinate a large Road Race. The ability to work well with the community and to work independently.

Knowledge, Skills and Abilities:

- Highly organized and detail oriented.
- Excellent communications skills.
- Ability to coordinate and supervise volunteers.
- Budgeting experience is required.
- Veterans preferred

This description lists only those job duties necessary for salary evaluation and does not include each and every job requirement.

Updated 10/06/2025

Working Conditions, Physical and Mental Requirements: Occasionally may be exposed to inclement weather in carrying out job 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 Gases 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