

## **Town of Fryeburg**

### **Community Initiatives Coordinator Job Description**

#### **Summary:**

The Community Initiatives Coordinator will be under the direct supervision of the Parks and Recreation Director and Town Manager. The coordinator will develop programs/events/projects, by working with committees, coordinating public information and outreach efforts, mobilizing community members, educating the public, working with media/social media, and identifying funding sources and raising funds. Such efforts will serve to promote the Town and our community, while maintaining and taking advantage of our heritage, natural assets, and locations, with a chief focus on recreation related projects.

#### **Essential Functions:**

The following duties are normal for this job. These are not construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Plans, organizes, directs, supervises promotes and implements programs and specialized events.
- Assists third party partners with community events,
- Design, implement, supervise and/or assist with senior citizen programs.
- Assists Town Manager with coordination of existing and new town committees including but not limited to Bicycle Walkways Trails Committee, Economic Development Committee, Parks Open Space Beautification Committee and the Conservation Committee.
- Prepares grant proposals and applications for the Town's betterment
- Help recruit and coordinate volunteers from the community.
- Ensures the safety of all program, activity and event participants and providers by following town policies and procedures.
- Conduct and attend a variety of training seminars, staff meetings, clinics, and community meetings.
- Assist Rec Director and Town Manager with public relation duties such as preparing and distributing flyers, press releases, and brochures.
- Assists Recreation Director and Teen Coordinator in planning, organizing, developing, scheduling and evaluating recreation and athletic programs.
- Supervise adult programs at Fryeburg Rec. facility and at other various town parks.
- Maintains inventory of supplies and equipment; requisitions supplies and equipment as necessary.
- Greets visitors to the office and recreational facilities.

#### **Required Knowledge and Abilities:**

- Knowledge of the scope and goals of the Town's programs.
- Knowledge of principles and logistics involved in event and project planning.

- Ability to produce detailed budgets and manage budgets
- Knowledge of sports, recreational activities and the arts.
- Knowledge of occupational hazards and safety precautions.
- Ability to evaluate situations and make decisions.
- Ability to establish and maintain an effective working relationship with the public and other employees.
- Ability to work a changeable schedule, weekend and holiday work required.
- Ability to perform a variety of tasks simultaneously or in a rapid succession.
- Ability to concentrate and accomplish tasks despite interruptions.
- Ability to maintain a high level of discipline and morale.
- Ability to complete accurate records and make reports.
- Ability to work unsupervised
- Ability to understand, follow and carry out oral and written instructions.
- Ability to maintain strict confidentiality as it relates to records or sensitive information involving children.
- Must pass a criminal background screening

### **Minimum Training and Experience Required to Perform Essential Job Functions:**

Any combination of training and experience equivalent to:

- Graduation from an accredited four-year college or university with a major in a related field.
- Possession of a valid Maine driver's license.
- Must be able to maintain CPR, First Aid, and AED certifications provided annually by the Town of Fryeburg and Recreation Department.
- Operate a personal computer system using up-to-date software.
- Other combinations of education and experience which meet the minimum requirements may be substituted.

### **Tools & Equipment Used**

- Computer, including word processing software, calculator, copy and fax machine, phone, mobile or portable radio, automobile, gator

**Specific Projects Outline 2023/2024:**

- Assist with Summer Rec Program
- Reestablish Age-Friendly Community Task Force & create programs
- Reinvigorate Committees (Economic Community Development, Bike Walkway Trails, Parks Open Space Beautification)
- Implement Recreation Economies for Rural Communities Plan
- Grants for improvement of recreation facilities
- Include PD, Library, FD on events
- Events: Winter Carnival, Dodgeball, Fryeburg Days, Senior Breakfasts, Chalk the Trail/Bike Safety, Running races, scavenger hunts, farmers markets/craft fairs, sporting tournaments, food truck festival