



BATH
MAINE *City of Ships*

Employee Job Description

Job Title	Recreation Coordinator
Department	Parks and Recreation, Recreation Division
Grade Level	B06
FLSA Status	Exempt
Union Status	Non-Union
Employment Status	Full Time Permanent
Last Updated	May 20, 2026

GENERAL PURPOSE:

Oversees the planning, coordination, implementation, and evaluation of recreation programs for residents of all ages. Works closely with staff, volunteers, schools, and community partners. Goals include community engagement, promoting healthy lifestyles, and ensuring programs operate safely, inclusively, and within budget.

SUPERVISION RECEIVED:

Works under the general supervision of the Director of Parks and Recreation and the Deputy Recreation Director.

SUPERVISION EXERCISED:

Recruit, train, schedule, and supervise summer camp staff, coaches, officials, instructors, and event staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, organize, and coordinate recreational programs, classes, leagues, camps, and special events for youth, teens, adults, seniors, and families. Serves as the Summer Camp Director June through August
- Coordinate seasonal sports programming (e.g., fall, winter, spring, and summer leagues). Recruit and coordinate volunteers and coaches.
- Assist in developing special municipal events such as tournaments and community-wide recreational events.
- Assess community needs and interests to develop new and engaging recreational offerings.
- Create program schedules, practice and game calendars, registration timelines, event logistics and promotional materials. Maintain accurate records related to registrations, attendance, incident reports, and evaluations.
- Promote programs through social media, websites, newsletters, flyers, and community outreach.
- Assist with program budgeting, fee structures, purchasing, and expense tracking.
- Order and manage sports equipment, uniforms, awards, and event supplies.
- Ensure compliance with municipal policies, risk management standards, and insurance requirements.
- Coordinate field, court, gym, and facility use for practices, games, and special events. Coordinate with maintenance staff to ensure fields and facilities are properly prepared for programs and events.

- Communicate program rules, expectations, schedules, and changes clearly and effectively. Address participant concerns, disciplinary issues, and complaints in a professional and timely manner.
- Collaborate with schools, athletic associations, sponsors, and community organizations. Represent the department at community events and outreach opportunities.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- Associates degree in Parks and Recreation, Recreation Management, Leisure Studies, Education, or a related field; or equivalent combination of education and/or experience.
- Six months' experience in municipal recreation, program coordination, education or a related field.
- Certifications in Water Safety Instruction and CPR/First Aid/AED preferred.
- Must be at least 21 years old, per state requirements.

Necessary Knowledge, Skills and Abilities:

- Excellent communication, conflict-resolution, and customer service skills: Ability to professionally and effectively communicate both orally and in writing. Ability to effectively communicate with co-workers and other City departments in a courteous and tactful manner.
- Must possess skills to maintain a positive working relationship with coworkers, City departments, representatives of local, state and federal agencies, other governmental jurisdictions and members of the public for a variety of purposes.
- Knowledge of recreation program planning, youth and adult sports programming, league operations, and event management. Understanding of coaching principles, officiating needs, and sports safety standards.
- Considerable knowledge of health and safety regulations and best practices. Familiar with Water safety principles. Skill in safe operation of field, facility, and recreation equipment.
- Ability to handle stressful situations and maintain confidentiality. Ability to quickly respond to emergent situations, and to adapt and coordinate new plans when required. This position is a Mandated Reporter under State of Maine law.
- Strong organizational, scheduling, and multi-tasking skills.
- Ability to supervise and motivate staff, coaches, and volunteers.
- Ability to work with diverse populations and promote sportsmanship and inclusion.
- Proficiency with recreation registration software, scheduling tools, and Microsoft Office.
- Ability to work a flexible, variable schedule which will include evenings and weekends.
- Valid driver's license and good driving record. Background check required.

PHYSICAL REQUIREMENTS

The duties of this job are both indoors and outdoors, doing seated and physically active work, in all weather and temperatures. Frequently required to walk, stand, and sit for extended periods of time, occasionally required to climb, balance, stoop, or kneel. While performing the duties of this job, the employee will frequently need to walk, stand, sit, talk, and hear. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus. The job requires frequent light lifting (5-10 lbs.) and infrequent heavy lifting of up to 50lbs. The employee may be asked to operate a motorized vehicle. The duties listed above are illustrations of the various types of work that may be performed. The omission of physical requirements does not exclude them from the position if the work is similar, related or a logical assignment to the position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. This job description does not constitute an employment agreement and is subject to change.

The City of Bath is an Equal Opportunity Employer