

**Town of Natick
Job Description**

Position Title:	Coordinator of Adaptive Programs	Grade Level:	2
Department	Community Services	FLSA Status	Exempt
Reports to:	Director of Recreation and Parks		

Statement of Duties: Coordinator of Adaptive Programs is responsible to the Director of Recreation and Parks for the planning, organization, implementation and supervision of Camp Arrowhead and department run adaptive programs (SKYLINE). The scope of responsibility allows for considerable latitude in both the formulation and redirection of existing department programs and new programs to be initiated.

Supervision Required: The employee works under the Director of Recreation and Parks.

Supervisory Responsibility: Incumbent performs work under the general supervision of a department head, which provides policy, guidance and general fiscal controls and sets priorities. However, a great deal of work at this level is performed independently. Incumbent is expected to keep supervisor informed of unusual situations and circumstances and to seek advice in resolving them. Guidelines are mostly in the form of local laws and regulations, which have to be observed and followed where they apply.

Accountability: To create the positive environment necessary for constructive accountability the Coordinator of Adaptive Programs should:

- Be able to carry out activities with minor supervision.
- Be capable of setting priorities and working under pressure
- Be able to multi-task, planning several programs simultaneously
- Be able to adhere to applicable policies and procedures as well as enforce policies and procedures with staff and participants
- Work well with internal and external participants is essential

Judgment: The Coordinator of Adaptive Programs should institute the following practices in the decision making process:

- Identify the purpose of your decision
- Gather Information and ask questions

Identify the principles to judge the alternatives

- Evaluate each choice in terms of its consequence

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- Determine the best option and execute
- Evaluate the outcome of the decision

Complexity: The complexity of this work is in the number and types of services and individual programming which must be set in place and carried out by the incumbent. Work calls for a great deal of ingenuity and creativity in providing proposals and options, to meet agreed-to-needs. Incumbent has technical expertise and is relied upon to provide guidance to staff. An irregular daily and weekly schedule is needed to achieve goals of the department. Fiscal limitations require more than ordinary attention.

Confidentiality: Individual judgment and the application of professional knowledge and experience are required in selecting the appropriate practices, procedures, regulations, or guidelines to apply in each case.

Work Environment: The work environment is a changing one but non-threatening, but safety hazards do exist, such as: many outdoor elements, traveling to and from program locations and inherent problems in an older building.

Nature and Purpose of Contacts: Primary contacts are with Recreation Department staff for the purpose of receiving general department policy and priorities, and for the exchange of ideas and views on programs. Other contacts are with town employees and volunteers for a variety of purposes, including work direction. Still other contacts are with community organizations, and agencies for the purpose of networking. Finally, contacts are with managers, supervisors and employees of other Town agencies for purposes of coordination and cooperation.

Occupational Risks: Duties generally do not present occupational risk. However, if an employee fails to properly follow safety precautions and procedures, it could result in a minor injury.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Responsible for department wide promotion and planning for adaptive programming (SKYLINE) and helping to carry out comprehensive programs with department staff.
- Works as the Director for Camp Arrowhead in the summer time and coordinates all camp hiring, new camper interviews, marketing and promotion of the camp. Works with Parents Association of the Handicapped, Inc (PATH) to fundraise to keep programs as affordable as possible.
- Creates special events for individuals to come and socialize.

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- Establishes, supervises, maintains and coordinates adaptive programs in collaboration with the Director of Recreation & Parks to meet community needs.
- Assists in the preparation, development and management of the fiscal plan and budget system for the programs and events the position is directly responsible for.
- Maintains the scheduling and maintenance of department vehicles, including program vans.
- Develops a volunteer base for adaptive programs and establishes volunteer opportunities throughout the year.
- Assists in the establishment and continuance of cooperative planning and working relationships with local community agencies, town departments and local businesses.
- Assist in personnel matters including recruitment, selection and training of department part-time personnel.
- Develop and maintain a good working relationship as well as evaluation of employee performance.
- Performs other related duties as required.

Recommended Minimum Qualifications:

Education and Experience: or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

- Bachelor's degree in Recreation or a related field with a minimum of Three (3) to five (5) years of experience in a supervisory position for recreation or related programs.
- Formal training in Therapeutic Recreation or the equivalent of four (4) years in Therapeutic Programming.
- Certified in CPR/1st Aid/AED

Knowledge, Abilities and Skill

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Knowledge:

- Considerable knowledge of recreation and sports programs, rules and techniques
- Considerable knowledge of social media and the ability to stay current with changing technologies
- The knowledge and applicableness of Adaptation in regards to programs.
- Working knowledge of program planning principles.
- Working knowledge of office management practices.
- Working knowledge of financial planning and budgeting principles and practices.
- Working knowledge of marketing and public relations practices and techniques.

Abilities:

- Ability to determine the needs of a comprehensive recreation program to meet the needs of individuals with special needs of all ages.
- Ability to recruit, select, supervise and train staff & volunteers.
- Ability to network with public and private sector organizations and agencies in the community.
- Ability to determine the needs of the community for department services.
- Ability to plan and to schedule effectively.
- Ability to communicate effectively with others using tact and diplomacy.
- Ability to work with boards and committees to create opportunities to build and strengthen the community.

Skill:

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

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Physical Skills:

Physical demands in this work, such as lifting, carrying and placing heavy objects, such as: furniture, machines and machine parts and heavy packages, recreation and sports equipment.

- Other physical demands are intermittent.
- Stress occurs in this work, such as; emergency calls at facilities, registrations, handling violent complaints and dealing with paperwork demands.

Motor Skills:

- Duties may involve close hand-eye coordination and physical dexterity.

Visual Skills:

- Ability to read, see, and differentiate between colors.

This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.