

# Parks and Recreation Programmer

**Department:** Houlton Parks and Recreation

**Position Type:** Full-Time (40 hours/week, hourly)



## About Us

Houlton Parks and Recreation is committed to enriching the lives of our community members by providing safe, fun, and inclusive recreational opportunities for all ages. From youth sports and summer camps to adult programs and community events, we strive to foster a healthy, active, and connected community.

## Position Summary

Assists the Parks and Recreation Director with programs, classes, and other general duties for the related programs, taking place at the Houlton Recreation Center and off site.

## Key Responsibilities

- Works with the Recreation Director to develop, organize, and implement recreation programs, classes, leagues, and special events for youth, adults, seniors, and families.
- Coordinates youth and adult sports programs, including registrations, scheduling, acquiring coaches, collecting fees, and maintaining equipment.
- Supervises classes, programs, and activities for participants in recreation programs and co-sponsored programs to ensure safety and positive participant experiences.
- Creates and distributes marketing materials such as flyers, calendars, brochures, and social media posts.
- Assists in promoting interest and provides information regarding recreation programs to school officials, other recreation officials, community service groups, and the public.
- Assists with recruitment, training, and supervision of seasonal staff and volunteers.
- Provides excellent customer service by responding to inquiries about programs, concerns, and feedback from the community.
- Maintains program records and assists with administrative tasks.
- Performs a variety of miscellaneous duties such as answering the phone, answering correspondences, running errands, picking up supplies needed for activities, helping set up tables and chairs for classes, etc.
- Serves as acting Director in the absence of the Parks and Recreation Director.
- Works evenings and weekends as needed to support programs and events.

## Qualifications

- High School Diploma required; Associate's degree in recreation, leisure studies, or related field preferred.
- Two years of experience in recreation programming, community services, or a related field; or an equivalent combination of education and experience.
- Valid driver's license and ability to pass a background check required.

## Physical Demands

- This position requires the ability to perform physical tasks including setting up program spaces, lifting/moving equipment (up to 25 lbs. regularly, 50 lbs. occasionally), and being active throughout program delivery.

## How to Apply

Interested candidates should fill out an application and submit a cover letter, resume, and references to *Town of Houlton, 21 Water Street, Houlton, ME 04730* or email [town.clerk@houlton-maine.com](mailto:town.clerk@houlton-maine.com). Applications can be found on the Town's website. Direct all questions to 532-1310 or [rec.director@houlton-maine.com](mailto:rec.director@houlton-maine.com). This position will remain open until it is filled, and the process will move forward immediately upon receipt of a qualified candidate. A copy of the job description is available at the Houlton Town Office and the Parks and Recreation Department.

The Town of Houlton offers an excellent and comprehensive benefits package. The Town of Houlton is an equal opportunity employer.