

Town of Exeter  
Exeter NH 03833

## ***NOTICE OF VACANCY***

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Date of Notice 07/30/2021  
Position **Recreation Coordinator - Full Time**  
Pay Range \$21.13 – 29.13/hr (14 steps) & excellent benefits

**Requirements:** The Town of Exeter is currently seeking a full time Recreation Coordinator for its Parks & Recreation department. Individual will be responsible for assisting and coordinating programs in accordance with established policies and procedures. Ability to follow oral and written instructions and communicate effectively. Ability to work with the general public and to work with limited direction. Ability to maintain confidentiality of sensitive information. Requires flexibility of night and weekend hours based on the season. Experience and functional knowledge of Google Docs, Word, Excel and the ability to learn moderately complex software programs such as Rec Trac and Munis. Functional knowledge of social media. Knowledge of financial record keeping practices. Ability to work with the general public in a respectful, tactful manner. Ability to work with limited direction. Ability to learn and implement office procedures related to Department, Town, State, and Federal policies, rules, procedures, codes, and ordinances.

**Qualifications:** Knowledge of recreation programs with a Bachelor's degree in Recreation management, Sports management or other related degrees required. Previous experience preferred. Must possess a valid driver's license and have a good driving record.

Applications available on Town website: [www.exeternh.gov](http://www.exeternh.gov)

**Email or mail application and resume to:**

[Gbisson@exeternh.gov](mailto:Gbisson@exeternh.gov)

Parks and Recreation  
Greg Bisson, Director  
32 Court St.  
Exeter NH 03833

Closing date - August 6, 2021

*The Town of Exeter is an equal opportunity employer and does not discriminate based on race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, marital status, sex, age, veteran status, sexual orientation, or any other category protected by law.*