



# TOWN OF EXETER, NEW HAMPSHIRE

10 FRONT STREET • EXETER, NH • 03833-3792 • (603) 778-0591 • FAX 772-4709

[www.Exeternh.gov](http://www.Exeternh.gov)

## JOB VACANCY

Date of Notice: October 31, 2022

**Position: RECREATION COORDINATOR**

Closing date: November 11, 2022, or until filled.

**Requirements:** The Town of Exeter is seeking a full-time Recreation Coordinator for its Parks & Recreation Department. The individual will be responsible for assisting and coordinating programs, camps, and special events following 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 the confidentiality of sensitive information. Requires flexibility of night and weekend hours based on the season. Experience and functional knowledge of Google suite, Microsoft suite, Canva, 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.

**Compensation:** Pay Scale: Grade 6 (\$21.55 – 29.71/hr). This is an exempt position. Excellent benefits package, including health insurance, free dental, sick time, personal time, and vacation time.

### **TO APPLY**

#### **Send the following three items**

1) Town of Exeter Application (found at [www.exeternh.gov/hr](http://www.exeternh.gov/hr)), 2) Cover letter, 3) Resume

To Melissa Roy, Assistant Town Manager/HR Director:

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

or

10 Front Street, Exeter, NH 03833

Attn: Melissa Roy, Assistant Town Manager/HR Director

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