Scope of Services/Job Description

Hardwick Recreation Committee Coordinator

DRAFT

The Hardwick Recreation Committee Coordinator will provide administrative support to the Committee; provide support and troubleshooting of problems experienced by current projects funded by the Town and overseen by the Committee; assist the Task Forces/volunteers developing new projects that have been approved by the Committee; and develop and distribute informational materials promoting Hardwick’s recreational opportunities; compile brief project descriptions for the Committee on what is currently being financially supported by the Town.

Specific tasks will include but not be limited to the following:

Administrative support to the Committee: arrange meeting places, send agendas, minutes and other meeting materials to members prior to monthly meetings; report to the Committee on the status/progress of currently funded projects and those under development; bring issues needing Committee decisions to the monthly meeting for resolution; work with the Committee Treasurer to ensure that the budget is being adhered to.

Project Support: serve as the Committee’s liaison to currently funded projects and provide assistance in solving problems that may arise; support the development of new projects as needed with research on grant support, assistance in finding appropriate project locations, publicity, etc. Develop ideas on new recreational options for Committee consideration; provide assistance to organizations or groups seeking Recreation Committee support to ensure they understand the Committee’s funding guidelines and application process.

Publicity and informational materials: Develop material on Hardwick’s recreational opportunities for the Town website and actively manage and update the material; find physical venues in Hardwick to display posters, brochures, and other relevant material about these opportunities and create appropriate materials for these venues; determine if Hardwick area events such as First Friday and seasonal Craft Fairs offer publicity opportunities and bring them to the Committee’s attention for decision and/or action.

The Hardwick Recreation Committee Coordinator will take direction from the Hardwick Recreation Committee and will be supervised by the Committee Chair .