

Now Hiring: Parks and Recreation Programmer

Department: Houlton Parks and Recreation

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

Salary: \$21 per hour



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.

We are seeking an energetic and community-minded Parks and Recreation Programmer to join our team. This position plays a vital role in planning and delivering a wide variety of recreational programs, activities, and special events throughout the year.

Position Overview

The Parks and Recreation Programmer works under the direction of the Parks and Recreation Director to design, coordinate, and supervise programs and events offered through the Houlton Recreation Center and at off-site locations. The ideal candidate will be highly organized, flexible, and passionate about serving the community through recreation.

Key Responsibilities

- Develop, organize, and implement recreation programs, classes, leagues, and special events for youth, adults, seniors, and families.
- Coordinate youth and adult sports programs, including registrations, scheduling, coaches, and equipment.
- Ensure safety and positive participant experiences in all programs.
- Create and distribute marketing materials such as flyers, calendars, brochures, and social media posts.
- Maintain program records and assist with administrative tasks.
- Assist with recruitment, training, and supervision of seasonal staff and volunteers.
- Provide excellent customer service by responding to inquiries, concerns, and feedback from the community.
- Serve as acting Director in the absence of the Parks and Recreation Director.
- Work evenings and weekends as needed to support programs and events.
- 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.

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.
- Strong organizational, leadership, and communication skills.
- Ability to work effectively with staff, volunteers, participants, and community partners.
- Valid driver's license and ability to pass a background check required.

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. Applications can be found on the Town's website. Direct all questions to 532-1310 or 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.