

TOWN OF MEDWAY

JOB POSTING

ASSISTANT PARKS & RECREATION DIRECTOR/PROGRAM COORDINATOR PARKS & RECREATION

The Town of Medway, Parks & Recreation Department, seeks qualified candidates for the position of Assistant Parks & Recreation Director/Program Coordinator

Responsibilities: Performs supervisory and administrative duties for a variety of continuing recreational programs and activities for the Town of Medway. Plans, organizes, coordinates, and administers seasonal recreation programs (including many vendors) and activities for adults, youth and children; performs all other related work as required.

Qualifications: Bachelor's degree in Recreation, Physical Education, Health/Business Administration, or a closely related educational field; three (3) years experience in a related field. Valid motor vehicle operator's license, CPR, and first aid certification. Certification as a Parks and Recreation Professional (CPRP) is preferred. Involves occasional lifting/moving/pushing up to 30 pounds; may occasionally lift/move/push up to 60 pounds. Ability to spend several hours standing, walking, and reaching with arms. Must have the ability to judge distances and spatial relationships.

Please email your cover letter and resume to: kbird@townofmedway.org
or send to Human Resource Coordinator, 155 Village St. Medway, MA 02053

Date of Posting:	May 10, 2022
Salary:	\$50,000 - DOQ's
Closing Date:	May 20, 2022
Anticipated Start Date:	July 1, 2022

Assistant Parks and Recreation Director/Program Coordinator
Parks and Recreation Department

Position Purpose:

The purpose of this position is to perform supervisory and administrative duties for a variety of continuing recreational programs and activities for the Town of Medway. Incumbent plans, organizes, coordinates, and administers seasonal recreation programs (including many vendors) and activities for adults, youth and children; performs all other related work as required.

Supervision:

Supervision Scope: Performs a variety of supervisory and administrative duties, which require the independent exercise of judgment and initiative.

Supervision Received: Works under the general supervision of the Recreation Director. Incumbent coordinates daily and weekly meetings with the Director to discuss program agendas and decision outcomes.

Supervision Given: Supervises and manages various part-time and seasonal employees; approximately 15 employees primarily during the summer months. Supervises approximately 5-10 part-time year-round employees.

Job Environment:

Work is generally performed under typical office conditions as well as at remote sites (recreation buildings, fields, schools, parks, etc.). Noise is moderate in level. Regularly operates telephone, automobile, computer, printer, and standard office machines as needed.

Interacts daily with the general public, employees, other departmental employees, other town departments and vendors, and local town officials. Communication is generally in person, by telephone, in writing, and by e-mail.

Has access to confidential information such as personnel records and medical forms for seasonal activities that requires the application of appropriate judgment, discretion, and professional protocols.

Errors could result in confusion, delays or loss of service, adverse public relations; errors could result in legal ramifications.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of

duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Responsible for the supervision, development, scheduling, and implementation of activities, classes, and recreation programs for adults, youth, and children. Supervises and directs staff in the development and implementation of these programs; makes recommendations and provides work schedules.

Schedules programming with vendors; manages vendor contracts; serves as a liaison between vendors and participants; communicates regularly with vendors.

Provides customer service to the general public, answering questions. Notifies all participants of the status of the program they have registered for.

Serves as liaison between instructors and staff by providing all relevant information regarding programs and participants to the instructors.

Publicizes recreational programs through various means including mailings, websites, and all social media platforms. Updates and maintains all the information that is displayed on the website.

Monitors condition of recreation facilities, courts, ball fields, and other facilities; documents and reports needed maintenance and repairs.

Break down and check all recreation spaces, including fields, where programs are held ensuring all spaces used are left as they were found.

Point of contact for summer programming.

Organizes the annual summer concert series which includes selecting the performers and coordinating sponsorships with local businesses to help cover expenses.

Coordinates department programs, events, special events, and activities with other departments, public schools, outside agencies, or others as needed; coordinates joint programs with the public schools.

Assists with the scheduling of all recreational facilities and fields.

Processes registration forms and medical information for recreational programs.

Orders and purchases supplies for recreational programs such as sports equipment, arts and crafts supplies, t-shirts, etc. Monitors inventory of department equipment, materials, and supplies; ensures availability of adequate materials to conduct program activities; initiates orders for new/replacement materials.

Responds to media requests for information and interviews regarding department programs and activities.

Maintains current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; participates in continuing education; attends conferences, workshops, and training sessions as appropriate.

Manually operates all equipment including department passenger van.

Performs all other related duties as assigned.

Recommended Minimum Qualifications:**Education Training and Experience:**

Bachelor's degree in Recreation, Physical Education, Health/Business Administration, or a closely related educational field; three (3) years experience in a related field.

Special Requirements:

Possession of a valid motor vehicle operator's license

CPR and first aid certification

Certification as a Parks and Recreation Professional (CPRP) preferred

Knowledge, Skill, and Ability:

Knowledge: Thorough knowledge of office equipment and computer applications.

Knowledge of the theory and philosophy of recreation, and the ability to interpret this philosophy to others.

Ability: Ability to understand the recreational problems of a community to formulate and administer specific and specialized recreation programs. Ability to motivate and continue to inspire the best efforts of others. Ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages. Ability to exercise judgment, decisiveness, and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control, and planning of an entire program or set of programs.

Skill: Professional administrative skills including strong interpersonal communication skills, writing skills, as well as solid computer skills. Advanced skill in publishing, word processing, and spreadsheet computer software applications. Strong supervisory skills in a recreational environment. Excellent organization skills and customer service skills.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Light physical effort is generally required which involves occasional lifting/moving/pushing up to 30 pounds; may occasionally lift/move/push up to 60 pounds. Frequently required to spend several hours standing, walking, and reaching with arms. Must have the ability to judge distances and spatial relationships. Regularly stands, walks, sits, talks, and hears. The position requires the ability to operate a keyboard. Regular travel to various town recreation department sites. Required to perform work outdoors when applicable and involves exposure to variable weather conditions.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)