

TOWN OF MEDWAY

Temporary Parks & Recreation Assistant, Part-Time Parks & Recreation Department

The Town of Medway's Parks & Recreation Department is looking for a temporary part-time Parks & Recreation Assistant, 19 hours per week, to provide support to the Parks & Recreation Director related to the administration of the Parks & Recreation Department. The position will have flexible hours and will include some nights and weekends. This temporary role is expected to continue into January.

Minimum Qualifications:

Bachelor's degree in Recreation Management, Facilities Management, or related field, supplemented with one year of experience in recreational; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. CPR and First Aid certifications are required.

Excellent communication skills are required, both verbal and written, as well as the ability to deal with the public in tense situations. Applicant must possess ability to perform in a fast-paced environment, and the ability to demonstrate strong interpersonal and organizational skills. The capability to exercise tact, diplomacy and maintain confidentiality is essential. Proficiency with computers and in Microsoft Office is required. MA driver's license required.

Please see the full job description on the Town website for more information.
<https://www.townofmedway.org/human-resources/pages/job-opportunities>

Please send your cover letter, resume and Employment Application to Human Resources Coordinator, Cheryl Houle at choule@townofmedway.org. The Employment Application can be found on the Town website at <https://www.townofmedway.org/human-resources/files/employment-application-2>

Date of Posting: September 4, 2024
Salary: \$20.00/hour
Closing Date: September 18, 2024

The Town of Medway is an Equal Opportunity Employer