



Medway Town Hall
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TOWN OF MEDWAY COMMONWEALTH OF MASSACHUSETTS

JOB DESCRIPTION

Job Title:	NIGHT & WEEKEND SUPERVISOR	Date:	12/02/2025
Department:	PARKS & RECREATION	Grade:	
Reports To:	PARKS & RECREATION DIRECTOR	FLSA:	NON-EXEMPT

POSITION PURPOSE:

Under the general direction of the Director, Parks & Recreation, the Night & Weekend Supervisor will ensure that the Recreation Center is open, prepared, and properly maintained before during, and after rental programs or events. This position serves as the on-site point of contact for renters, ensures compliance with permits and facility rules, and oversees cleanup and closing procedures.

ESSENTIAL FUNCTIONS:

- Identify the point of contact for programs/events and welcome.
- Verify permit documentation.
- Open the building and ensure that the assigned area is prepared for use/
- Assist guests and provide program information as appropriate.
- Serves as the on-site contact to troubleshoot questions or issues, contacting the Director, if necessary.
- Clearly communicate facility expectations, including setup and cleanup requirements and rules of use.
- Remain on-site for duration of program/event.
- Monitor supplies as appropriate.
- Perform turnover of the room after program/event to prepare for the next one. This includes disposing of trash, sanitizing surfaces and returning tables, chairs and equipment to storage.
- Other duties as assigned.

SUPERVISION:

- Reports to the Director, Parks & Recreation

RECOMMENDED MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

- Must be aged 18 or older.
- Ability to communicate clearly and courteously with the public.
- Strong problem-solving skills and the ability to remain calm in unexpected situations.
- Reliable, punctual, and able to work independently with minimal supervision.
- Ability to perform light physical work, including lifting up to 20 lbs.
- CPR/First Aid certification preferred but not required.
- Availability for flexible scheduling, including evenings and weekends.

WORK ENVIRONMENT:

Work is performed primarily in an indoor facility setting, with occasional light outdoor activity (e.g., taking trash to designated bins). Noise levels may vary depending on the type of program or event.