

SEEKONK | Massachusetts

Parks and Recreation Coordinator

Job Posting

The Town of Seekonk seeks qualified applicants to serve as Parks and Recreation Coordinator under the administrative direction of the Human Services Director. This is a part-time, 19.5 hours per week position, with working hours to be negotiated. Minimum requirements: Requires a Bachelor's degree with a major in Recreation Management (preferred), Physical Education, Sports Management, Public Administration, or a closely related field. Two (2) to four (4) years of experience in recreation, education, social, or cultural programs. A combination of education and experience that demonstrates the ability to perform the responsibilities of this position may be considered in lieu of stated education and experience requirements.

Starting wage is \$25.54 an hour, with increases to be negotiated between candidate and the Board of Selectmen. The Town of Seekonk requires a physical examination with drug screening, CORI check, acceptable driving record, and background check post-offer. A complete job description is attached.

Qualified individuals should send a completed application to the Town Administrator's office, 100 Peck Street, Seekonk, MA 02771 hrstaff@seekonk-ma.gov by August 17, 2022 at 12:00pm. EOE/AA

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JOB DESCRIPTION

Job Title:	Parks and Recreation Coordinator	Department:	Parks and Recreation
Supervisor:	Town Administrator	Status:	Individual Employment Contract
Salary:	\$25.54 per hour	Union:	N/A
FLSA:	Non-Exempt	Hours/Week:	19.5

POSITION OVERVIEW: Under the guidance of the Human Services Director the Parks and Recreation Coordinator will develop, plan, coordinate, and administer recreational programs for the department. The Parks and Recreation Coordinator will perform administrative duties including customer service, program registration, inventory control, coordination of field use, and building use with the Seekonk School Department.

SUMMARY: The following description is a general summary of responsibilities with some specific duties. It is not a total delineation of all duties nor does it limit the responsibilities to those stipulated. The Parks and Recreation Coordinator functions with a high degree of independence, utilizes mature judgement, planning abilities, and organizational skills. They establish priorities, programs, and acceptable levels of performance for the department; is committed to the vision and values of the Town through ethical conduct, community stewardship, individual initiative and responsive service.

SUPERVISION: Works under the administrative direction of the Human Services Director and Town Administrator and the policy direction of the Board of Selectmen, through the Town Administrator.

JOB ENVIRONMENT: Work is typically in an office setting, involving sitting, with intermittent periods of stooping, walking, and standing. Operates a personal computer, general office equipment, or other equipment as necessary to complete essential functions, to include the use of word processing, database, email, internet, or other computer programs such as Microsoft Word, Excel, Power Point, Recreational software, Publisher and Outlook. When in the field, may require some agility and physical strength, such as moving over rough terrain, or standing or walking for extended periods of time. Occasionally, work may require lifting heavy objects and carrying them (up to 40 lbs.). There may be need to stretch and reach to retrieve materials. May require infrequent exposure to adverse environmental conditions, such as dirt, pollen, odors, wetness, humidity, rain, temperature and noise extremes. Amount of time spent in the field should be minimal.

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.

- Assess department needs and provide annual budget recommendations to the Human Services Director.
- Maintain program records for budgetary and developmental purposes.
- Respond to inquiries from program participants, parents, and the general public.
- Maintain registration data and prepare reports.
- Coordinate and attend Parks and Recreation Committee meetings.
- Work in conjunction with the Town Administrator's office to hire seasonal staff.
- Oversee preparation of brochures, activity schedules, and other advertising materials.
- Provide short-term and long-term departmental plans and goals to the Human Services Director.
- Coordinate with the Department of Public Works for field maintenance.
- Maintain inventory of all supplies for the department.
- Order supplies as may be required.
- Establish and maintain working relationships with other internal and external departments, recreational organizations, and other Town Departments to facilitate program effectiveness.
- Prepare and complete various forms, correspondence, logs, checklists, schedules, graphs, charts, purchase

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requisitions, reports, inventory records, or other documents.

- Communicates in person, by telephone, and/or email with employees, other departments, outside agencies, and other individuals as needed to obtain information, coordinate activities, review status of work, exchange information, or resolve problems.
- Attends Board of Selectmen and Parks and Recreation Committee meetings or other relevant government meetings, when appropriate.
- Performs general/clerical tasks, which may include making copies, sending/receiving faxes, or filing documentation.
- Perform similar or related work as required, directed or as the situation dictates.

QUALIFICATIONS: *Education and Experience*

Requires Bachelor's degree with a major in Recreation Management (preferred), Physical Education, Sports Management, Public Administration, or a closely related field. Two (2) to four (4) years of experience in recreation, education, social, or cultural programs. A combination of education and experience that demonstrates the ability to perform the responsibilities of this position may be considered in lieu of stated education and experience requirements.

Preferred Qualifications

Candidate must be able to demonstrate possession of the required knowledge skills and abilities to perform this work.

Knowledge, Ability and Skill

Knowledge: Knowledge of modern office practices, procedures and equipment; Proficient in Microsoft Office products to include Word, Excel, PowerPoint, Outlook, and Publisher. Knowledge of the facilities and equipment needed to implement and operate a broad recreation program. Ability to use necessary tools and equipment in performance of required skills.

Ability: Ability to learn new or existing recreational software. Ability to express ideas clearly and concisely, both verbally and in writing, and be able to communicate with tact and professionalism under various conditions. Ability to cope with a considerable volume of detailed work and adapt to interruptions in work flow. Ability to effectively manage one's time, solve problems, and exercise sound judgement. Ability to plan, direct, implement and manage all phases of a comprehensive parks and recreation program, its policy and fiscal planning activities. Ability to keep accurate records and make reports. Ability to deal effectively with citizen complaints regarding department activities and procedures.

Skill: Skill and ability to speak before public groups on plans, programs, and goals of the Parks Department and special events. Exercise judgment, decisiveness and creativity in situations involving the evaluation of information against subjective criteria. Considerable knowledge of modern principles, methods, and procedures of Parks and Recreation administration and management.

SPECIAL REQUISITES: Applicants must have a valid Massachusetts Class D driver's license (or out of state equivalent), a good driving record, CPR certification, and First Aid certification. Applicants must not have been convicted of a felony or any misdemeanor that involved violence, force, illegal liquor or drug laws, moral turpitude, money or inappropriate dealings with a minor. All appointments for employment with the Town of Seekonk are contingent upon the successful completion of an in-depth background check, criminal offender record information (CORI) check, and physical exam with drug screening.

PHYSICAL REQUIREMENTS: Essential functions involve close hand and eye coordination and physical dexterity. Manipulation and motor control under conditions which may require extreme accuracy may be critical. Employee must possess the ability to operate a keyboard at a moderate speed.

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.

The successful candidate will have demonstrated experience in the skills necessary to successfully be a key member

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of the Town and to manage the daily operations of the Parks and Recreation Department with minimal supervision.

The Town of Seekonk is an Equal Opportunity/Affirmative Action Employer