



TOWN OF FOXBOROUGH
JOB POSTING NOTICE
Human Resources Department

Position: Recreation Coordinators

Department: Recreation

Manager: Debbie Giardino

Starting Salary: \$ TBD

Posting Date: June 11, 2013

Close Date: June 25, 2013

(late applications will not be considered)

Position Description: The Town of Foxborough is seeking applicants for two part time Recreation Coordinators. These positions play a vital role in the coordinator of the recreation department's activities.

Responsibilities include, but not limited to, overseeing the personnel and volunteers, recreation programs, and the services and events of the day camp. This position(s) entails a high degree of customer service, as well as, the ability to thrive in a fast paced environment. You will assist with the development and coordination of recreation programs for all ages; coordinates program scheduling; assists with the implementation of new programs; creates schedules for use of town sports facilities.

The Coordinator develops, designs and distributes four brochures each year to residents as well as promotional materials. Schedules participants in all program areas; schedules and manages the program instructors; completes payroll for all program instructors; notifies participants of cancellations or changes. Maintains all recreation facilities and properties; notifies residents of field closings, monitors field conditions and monitors the upkeep of all areas.

Schedules and implements secure contacts on rentals of hall, cabins, pools; ensures safety plans are in effect; ensures halls are in good condition after rentals; deposits all moneys received and refunds all security deposits. Maintains department financial statements; processes department billing; calculates deposits; maintains records.

The two part time positions will be cross trained. Hours will vary and will be expected on weekends, nights and during special events. Hours will range from 10 - 14 per week, depending on special events and program needs.

Qualifications: Bachelor's degree in recreation/physical education/public administration, or related field; and two years of experience in recreational programs; municipal experience preferred or any equivalent combination of education and experience.

Special Requirements:

Certification in C.P.R.

Certification in First Aid

Certified Pool Operator - preferred

Apply

Applications must be submitted Tuesday, June 25, 2013 to the Human Resource Director, Foxborough Town Hall, 40 South Street, Foxborough, MA 02035 or jobs@town.foxborough.ma.us.

The Town of Foxborough is an Equal Opportunity Employer & Affirmative Action Employer.