



**JOB POSTING
TOWN OF FOXBOROUGH**

**RECREATION COORDINATOR
RECREATION DEPARTMENT**

Description: The Town of Foxborough Recreation Department is seeking a skilled administrative position responsible for researching, creating, marketing, tracking and coordination of recreation events and programs to serve the needs of the community. Assists the Recreation Director with administrative, financial, technology and program needs of the Department. Oversees office procedures and provides administrative support to the Recreation Director. Process and enters payroll into MUNIS for staff members and maintains records; maintains and submits statistical reports. Reviews weekly staff schedules.

Manages all aspects of the finances for the Recreation department. Develops and administers an expanded fund accounting system for all recreation staff materials purchasers. Processes credit cards. Manages cash receipts for public photocopying and printing; prepares cash turnovers for town. Serves as liaison to the Finance Department (accounting and Treasurer's Offices). Resolves billing and payment issues with all vendors. Reconciles recreation accounts with Finance Department.

Assists with the development and coordination of recreation programs for all ages; coordinates program scheduling; assists with the implementation of new programs. Assists in the planning, organizing, and implementation of and assists in 10 week summer program for approximately 300 participants. Oversees smooth operation of activities, supervision of counselors, and safety requirements within allocated budget. Assists in the follow up communication to parents regarding expectations. Conducts end of program survey.

Performs similar or related work as required, directed or as situation dictates. Regular attendance at the workplace is required.

Qualifications and experience: Associate's degree in business administration, or related field; and two years of experience in financial roles and recreational programs; municipal experience preferred. Or any equivalent combination of education and experience. Demonstrated working knowledge of the principles and practices of the accounting industry; Knowledge of program planning; knowledge of recreation equipment and facilities.

Salary: Salary range is \$24.23 - \$30.29 per hour. This position is a 20-25 hour a week benefit eligible position within the United Steelworkers bargaining unit.

Apply to: Please submit a cover letter and resume to:

<https://muserfervice.foxborough.k12.ma.us/MSS/employmentopportunities/> by December 16, 2016.

POSTING DATE: NOVEMBER 30, 2016

Equal Opportunity Employer

The Town of Foxborough accommodates the needs of all physically challenged or disabled people by all reasonable means in accordance with the Americans with Disabilities Act.