

Town of Old Saybrook
Dept: Parks and Recreation
Title: Program/Facility Assistant

Position Definition

Assist with department programs—supervise teen center, assist facility operations, program development, perform equipment inventory, supervise or instruct a wide variety of department activities, performs office computer functions.

General Duties:

Receives oral or written direction from the Director or Assistant Director of Parks and Recreation. Coordinates and supervises after school and weekend teen center. Develops programs/events for Friday night teen center. Supervises weekday and Friday night teen center staff. Assists in afterschool program development. Seasonally coordinates 6th – 8th grade Summer Camp. Maintains detailed knowledge of programs, department functions and philosophy. Ability to maintain rapport with participants in adult/youth sports.

Additional Duties:

Is available and capable of performing office functions including registrations, program fees, providing program and general public service duties. Possess computer skills (program flyers, posters, accounts ,etc). Reports work completed to Director/Assistant Director.

Qualification Profile:

The skills and knowledge required to safely and proficiently assist/supervise and /or instruct recreational programs. Ability to make clear and concise oral and/ or written reports. Ability to work outside and work as programs require. Understand that the recreation staff performs multifaceted functions that take place at time convenient to the public. Ability to regularly walk, stand, kneel and lift. Possess Recreation/Sports or Youth background. Leisure/Sports degree preferred.

License or Certificate requirements

Must have and maintain a valid Motor Vehicle Operator's License. Keep First Aid and CPR certificate current.

Note:

The above duties are examples only. The description does not include every duty or responsibility.

Wage Grade: 5

Position Closes: November 30, 2016