

HAMILTON - WENHAM



RECREATION DEPARTMENT

16 UNION STREET
HAMILTON, MA 01982

DIRECTOR
SEAN TIMMONS

TELEPHONE: 978-468-2178

WEBSITE
WWW.HAMILTONMA.GOV

Job Announcement/Description

Recreation Site Coordinator

General Function

Site Coordinators may work supervised or unsupervised with Recreation Department Staff in carrying out the program or event in a safe and fun manner. Programs are usually offered seasonally with a fall, winter, spring, & summer calendar. Coordinators will assist Recreation Department Staff with the planning and implementation of department programming.

Hours

Part Time, Year Round, Days and Number of Hours Vary based on the needs of the Programs; Ability to work nights and weekend is a plus

Responsibilities and Duties

- Plan, implement, and oversee activities, events, & field trips for youth and adults
- Orders materials and equipment needed for programs
- Keeps daily attendance records of participants
- Ensures that participants are safe at all times
- Maintains active participation during activities at all times
- Sets a good example for all participants by maintaining a positive attitude
- Communicates effectively with parents/guardians
- Performs other duties as deemed necessary by the Recreation Director

QUALIFICATIONS:

- Must be at least 18
- Prior experience working with children is required
- Supervisory experience preferred
- Ability to speak clearly and concisely before groups and relate to youth and adults in appositive manner
- Possess unique skills/talents that will provide a variety of programming options

SALARY

\$17.50 – \$18.50/hour depending on experience

Cover Letters and Resumes can be sent to Sean Timmons, Recreation Director at stimmons@hamiltonma.gov or by mail to 16 Union St, Hamilton, MA 01982