



Brendan Croak
Recreation Director

Town of Walpole Commonwealth of Massachusetts

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TOWN OF WALPOLE
TOWN CLERK

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JOB POSTING TOWN OF WALPOLE

POSITION: Recreation Coordinator
DEPARTMENT: Recreation Department
STARTING WAGE: \$48,301 / year

Application Deadline: March 19, 2019

POSITION DESCRIPTION:

The Town of Walpole is seeking qualified applicants for the Recreation Coordinator position in the Recreation Department to plan, organize and execute specific recreational programs, projects, activities, trips, and special events. The Recreation Coordinator plans, organizes, implements, and supervises a wide array of department-sponsored recreation programs and services for varying ages and interest levels, including for youth, teens, adults, and seniors. The position will also require work with private vendors to develop partnerships and facilitate recreational opportunities for Walpole residents. Tasks may involve brainstorming, development, coordination, implementation, oversight, and evaluation of recreational programs. This position functions as part of the overall municipal team. Complete job description available via website www.walpole-ma.gov.

DESIRABLE EXPERIENCE:

Associates Degree in Recreation, Leisure Services, Education, or other relevant field; 3-5 years of similar working experience; knowledge of office practices and procedures; or any equivalent combination of education and experience which would demonstrate the ability to do the work. Bachelor's Degree preferred.

Preference will be given to candidates with prior day camp management experience including creating day camp curriculum, activities and daily schedules.

SALARY AND BENEFITS:

This is a full-time position (40 hours per week) with benefits.

TO APPLY:

Please send completed employment application, cover letter, and resume to Town of Walpole Human Resource Department - 135 School Street, Walpole, MA 02081 by March 19, 2019. Complete job description available at www.walpole-ma.gov.

All employees are subject to Criminal Offender Record Information (C.O.R.I.) check. The Town of Walpole is an Affirmative Action/Equal Opportunity Employer.

Official Title: P-11 Recreation Coordinator