

TOWN OF TIVERTON
SEEKING APPLICANTS FOR
Recreation Program Coordinator

The Town of Tiverton, Rhode Island is seeking a Recreation Program Coordinator to oversee its recreation program. The position offers employment on an at-will basis with hours during the summer months approaching full time. Three years of experience in recreational programming desired with preference for an individual who has worked across various age groups. Candidates must provide references and undergo a background check.

A detailed job description may be found at www.tiverton.ri.gov.

Submit resume with three references in a sealed envelope to the Personnel Board, P.O. Box 38, Tiverton, RI 02878. Applications must be submitted in sealed envelopes marked "Recreation positions" and received on or before 2:00 PM on Thursday, May 18, 2017. The Town of Tiverton is an Equal Opportunity Employer (EEO/AA).

Nancy L. Mello, Town Clerk

JOB DESCRIPTION

RECREATION PROGRAM COORDINATOR

TOWN OF TIVERTON, R.I.

APRIL 8, 2017

NATURE OF THE POSITION

The Recreation Program Coordinator for the Town of Tiverton is a part time employee, whose summer hours briefly approach full time during the summer months and are significantly reduced during the non-peak seasons. The Coordinator is an at-will employee who serves at the pleasure of the Town. The Town does not provide any benefits for this position. Employee performance will be reviewed annually at the conclusion of the recreation season. The Recreation Coordinator reports to an appointed Recreation Commission that implements recreation policies and rules established by the Town Council; the Commission itself is accountable to the Town Administrator regarding success in its mission. This position hires and manages seasonal employees who deliver services and programming.

POSITION DUTIES

The Recreation Coordinator's objective is to design and manage a schedule of activities for Tiverton's youth utilizing the Town's assets, specifically:

- Design and implement recreation programs for summer and the school year including field trip arrangements
- Manage seasonal employees for programs including any necessary training and assuring that all employment requirements are met
- Assist with the preparation of the annual budget for recreation and adhere to the budget for programs
- Collect and safeguard recreation program revenues
- Attend Recreation Commission meetings and provide a monthly written report.

In conducting these duties the Recreation Coordinator will adhere to the guidance provided by the Town Council through ordinance, and the Tiverton Recreation Commission with respect to priorities, policies and procedures.

QUALIFICATIONS

Commitment to the program development and implementation is essential with availability during the summer months approaching full time. The successful candidate must pass security standards for individuals working with minors, including a background criminal investigation. Special certifications, including but not limited to CPR is required prior to active employment. Three years of experience developing and implementing recreation programs/activities for children is preferred. Basic computer skills, including email, word processing and basic budget presentation skills are necessary. The position requires a high level of organization, and the ability to communicate effectively with parents, children and employees in all contexts. The Coordinator must have access to a personal vehicle and valid driver's license.

WORK CONDITIONS

The Program Coordinator will require physical presence at recreational programming, and thus the employee must be able to be physically active, including walking, being in the standing position for long periods, bending, twisting, and lifting up to 25 pounds, all under year round conditions, including exposure to hot weather and insect pests.