



Joseph C. Sullivan, Mayor

Human Resources Department

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JOB POSTING

JOB TITLE: Recreation & Special Events Coordinator
UNION: BPMA
LOCATION: Recreation Department
DATE AVAILABLE: ASAP
SALARY: M16 – \$65,972.26 - \$77,802.92

QUALIFICATIONS:

Bachelor's degree plus minimum of five (5) years experience of which at least three (3) years included direct supervisory responsibilities in municipal recreation; or any equivalent combination of education and experience.

RESPONSIBILITIES:

Please see attached job description for complete details.

POSTING DATES: December 15, 2011 – December 30, 2011

Applicants may submit a cover letter and resume to the following address:

Human Resources Department
Town of Braintree
1 JFK Memorial Drive
Braintree, MA 02184

Town of Braintree is an Equal Opportunity Employer

RECREATION & SPECIAL EVENTS COORDINATOR

NATURE OF WORK:

Responsible for the administration of a comprehensive recreation program for the entire community and for the coordination of special Town events and programs; all other related duties as required.

SUPERVISION:

Works under the general direction of the Director of Public Works. Supervises a shared clerical employee as well as seasonal and casual employees.

JOB ENVIRONMENT:

Work is primarily performed in an office environment and when on trips or participating in activities in various settings. Some exposure to adverse weather conditions may occur.

ESSENTIAL FUNCTIONS:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Duties are not necessarily in order of importance or frequency of performance.)

- Performs work which includes planning, organizing, coordination and management functions of recreational programs requiring the exercise of a high degree of judgment and initiative as well as the ability to anticipate and to react positively to technical and administrative problems in the area of responsibility.
- Responsible for program planning and implementation; develops and plans services to meet the recreational needs of the community; develops and directs the implementation of goals, objectives, policies, and procedures.
- Recommends the Divisional budget to the Director of Public Works. Monitors expenditures of Division.
- Supervises the office activities of the Division including bookkeeping, accounting, records maintenance and report preparation functions.

- Conducts an active public relations program, including speaking engagements, news releases, preparation and distribution of brochures, posters, etc.
- In conjunction with the Director of Public Works, interviews candidates, selects staff and provides necessary training.
- Directly supervises certain recreation activities.
- Coordinates large scale events such as Town's Fourth of July celebration.
- Coordinates with Town Officials, including the Veteran's Agent and community leaders on events.
- Many other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITY:

Knowledge: Thorough knowledge of the theory and philosophy of recreation and parks and the interest and ability to interpret this philosophy to others.

Skills: Strong communication skills. Strong decision making skills.

Ability: Strong ability to effectively communicate, both verbally and in writing. Personal initiative, creativity and perseverance and an ability to inspire the continuing best efforts of others. Strong ability for planning, management and research for department functions.

REQUIRED QUALIFICATIONS:

Bachelor's degree plus minimum of five (5) years experience of which at least three (3) years included direct supervisory responsibilities in municipal recreation; or any equivalent combination of education and experience.

PHYSICAL REQUIREMENTS

Minimal physical effort is required to perform administrative duties; the employee is frequently required to stand, walk, sit, speak and hear, reach with hands and arms, use hands to operate equipment and lift and move program equipment. Vision requirements include the ability to read documents, use a computer and operate a motor vehicle. When performing duties on trips and at events moderate physical effort may be required.