

Town of Old Saybrook, Connecticut Position Description

Title: Program/Facility Assistant Grade: 5 29 hours
Department: Parks & Recreation
Date: November 2018 Steps: 1 - 5

Job Summary: Assist with department programs—supervises the teen center, assist with department programs, program development, perform equipment inventory, supervise or instruct a wide variety of department activities, performs office computer functions.

Supervision Received: Receives direction from the Director of Parks and Recreation or Assistant Director of Parks & Recreation.

General Duties: (Note: This section is intended only as illustrations of work that may be performed. The omission of specific duties does not exclude them from the position if the work is related or a logical assignment.)

- 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 after school 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.).

Knowledge, Skills, And Abilities Required:

- 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.

Licenses Or Certificates Required:

Leisure/Sports degree preferred. Must have and maintain a valid Motor Vehicle Operator's License. Current First Aid and CPR certificate.

SALARY/HOURS: This is a 29 hour per week position. It is a Wage Grade 5 hourly position under the collective bargaining agreement between the Town of Old Saybrook and Local 1303-278 of Council #4 (AFSCME).

Hourly range for this position under the current union contract is \$20.23 to \$22.37

Hiring is conditional upon successful completion of background check.

TO APPLY: Please send resume and completed town application by December 7th, 2018 to: Carl Fortuna, First Selectman, Town of Old Saybrook, 302 Main Street, Old Saybrook, CT 06475 or lpalladino@oldsaybrookct.gov.