



TOWN OF
STONEHAM
MASSACHUSETTS 02180

Stoneham Recreation Department
Telephone: (781) 507-2409
FAX: (781) 507-2605
Email: sangelo@stoneham-ma.gov

Position: Recreational Facilities Coordinator

Hours: 8-10 hours/week

Pay: \$12.75/hour

Description:

This temporary part-time position helps to accommodate the needs for recreational operations for Town of Stoneham. Duties of this job include assisting with daily sports and art camps while providing enthusiasm and guidance to recreational programming for the Town of Stoneham. Weekly maintenance and cleaning of playgrounds and recreational facilities is also a primary duty of this position. This position reports to the Director of Recreation.

Duties Required:

- Performs weekly cleanings and required maintenance of recreation facilities for the Town of Stoneham. This includes the sanitation of playground and play structures at a variety of parks.
- Ensures the safety of participants by enforcing safety rules and regulations throughout all town sponsored activities and town governed facilities.
- Sets-up and breaks down all recreational facilities in accordance with the programs being offered each day.
- Provides energy and enthusiasm throughout the planning and implementation of activities sponsored by Stoneham Recreation.
- Assistance with event management and attendance coordination may be required.

Qualifications:

- Must have a valid US Driver's license
- Must have a means of transportation.
- Outgoing and social personality is a necessity.
- Must be willing to work some nights and weekends

This position is open to all. High School students under the age of 18 will be required to complete an Employment Permit application – available at the HR office or through your school. Candidates may subject to a Criminal Offender Record Inquiry (CORI) check. All offers of employment are contingent upon the completion of a satisfactory criminal record inquiry.

Application Instructions:

To be considered for this position you must complete timely and send a Town of Stoneham job application to Donna Gaffey, Human Resources Director, at dgaffey@stoneham-ma.gov. Or dropped off in the drop box located town hall entrance near playground. Applications can be downloaded from the Town of Stoneham website under Human Resources Department. Recreation programs start July 13th!

The Town of Stoneham is an Equal Opportunity/Affirmative Action Employer.