TO: Board of Selectmen

FROM: Justin Sultzbach, Town Manager

DATE: June 27th, 2022

RE: Part-Time Recreation Coordinator Position

Board Members,

As referenced over the past year, our team is working to develop a Part-Time Recreation Coordinator (PTRC) role. The Recreation Commission is presently run entirely by volunteers. Having additional staff support would be of great use as we look to expand programming and events throughout the community. In particular, the upcoming opening of the Amphitheater at the Winchendon Community Park for next spring has proven to be a significant driver for the addition of this part-time employee.

It has been a priority to ensure we build a plan and structure for this new addition to town while it is being built, rather than waiting for the completion of the project to get a plan in place. The Robinson Broadhurst Foundation generously awarded a grant $9,700 to fund this position at 10 hours a week through FY23. Ideally this Amphitheater will be self-funded and self-sufficient. The addition of this Part-Time Recreation Coordinator will help accomplish this goal.

Where this position is not funded using public funds at this time, it is not considered a union position. With that said, once public funds are introduced into the equation in future years we will be working with the Town Hall Union to ensure this role fits within a scope of work that they find agreeable. This would not constitute the “creation of an agency” as outlined in our Town Charter, as the Recreation Commission is already in existence. The PTRC would answer to the Recreation Commission under my direction in a similar capacity to the Board of Health Agent in relation to the Board of Health.

I have included a preliminary job description for your review in the packet. This is a limited scope for now, given the minimal hours available throughout the week. As this role grows I would anticipate a further review of the scope as items are added or amended in FY24 and beyond.