

## **POSITION DESCRIPTION**

### **Part-Time Recreation Coordinator – Recreation Commission**

#### **Definition**

Clerical and record keeping work in assisting the Recreation Coordinator. Field work as needed to execute events and programs; other work as required.

#### **Supervision**

Works under the direct supervision of the Recreation Coordinator. Takes direction from the Recreation coordinator.

Requires the ability to perform clerical tasks in relation to Recreation Commission meetings and in accordance with prescribed time schedules.

#### **Job Environment**

Work is performed under typical office conditions with some field-work required.

Weekday and weekend availability is necessary. 10 hours a week.

#### **Essential Functions**

Responsible for assisting in the execution of events.

Must be able to contribute their own ideas to events and the planning of activities

Responsible for assisting in the preparation and payment of all invoices and payroll when applicable for the Recreation Commission and related events.

Responsible to assist with promoting and advertising all events as well as assisting to manage all social media and website accounts attached with the Winchendon Recreation Commission and The Winchendon Community Park Committee.

Types and records minutes in accordance with prescribed procedures as necessary.

Prepares any documents necessary as directed by the Recreation Coordinator

Assures that necessary items are appropriately filed.

#### **Minimum Qualifications**

##### **Knowledge, Ability and Skills**

Skill in typing and/or computer applications. Ability to maintain detailed notes and transcribe into text.

Demonstrated interest in event planning and coordination.

**Physical Requirements**

Minimal physical effort required in performing duties under typical office conditions with some field work required.

**Compensation**

The Part-Time Recreation Intern role is currently unpaid with the possibility to become paid dependent on funding.