



City of Woburn, EOE, pop. 38,000, budget \$144M, seeks qualified candidates for **Part Time– Adaptive Recreation Program Coordinator** Under the direct supervision of the Recreation Director or her/his designee, to oversee and implement recreation programming which is inclusive, adaptive and appropriate for children and adults with a variety of abilities.

**Job Title:** Adaptive Recreation Program Coordinator

**Hours:** Part time position. Hours are somewhat flexible typically after school, night, and weekend hours depending on the program or season.

**Wage:** \$20 - \$23 per hour. No municipal benefits. This position is Non-Union.

**Essential Job Functions:**

Working under the direction of the Recreation Director and Assistant Recreation Director This position plans, organizes, schedules, coordinates, and supervises year-round community-based recreation programming for children and adults with a variety of abilities.

Also responsible for some marketing, intake assessments, program evaluation and to serve as a specialist and a leader of inclusion and adaptive program for children and adults with various abilities.

**Education & Experience:**

- Bachelor's Degree in Therapeutic Recreation or Special Education (preferred)
- Experience in working with populations with various abilities, preferably in a Recreation setting
- Current certification in CPR and First Aid (preferred)
- Must be willing and able to work additional hours as programming dictates, including evenings, weekends, and holidays.

Resumes or applications may be mailed to Rory Lindstrom, Recreation Department, Woburn City Hall, 10 Common St., Woburn, MA. 01801, faxed to 781-897-5809, or emailed to [rlindstrom@cityofwoburn.com](mailto:rlindstrom@cityofwoburn.com) Until position is filled.