



City of Woburn, EOE, pop. 38,000, budget \$144M, seeks qualified candidates for **Part Time Program Assistant– Recreation Department.**

Job Title: Program Assistant- Recreation Department (Part Time) Seasonal (School year)

*Possibility of Summer Hours

Hours: 8 - 15 hours per week (Sunday - Saturday) 2 – 4 days a week Flexible Hours & Days depending on Program Schedule. Mainly evening & some Weekend shifts.

Wage: \$22 - \$25 per hour. No municipal benefits. This position is Non-Union.

Position Summary: Performs a variety of duties assisting the Recreation Director and Assistant Director with daily operations, recreation programming, and community events. Successful candidate is responsible for coordinating, assisting with planning, and supervising programs with staff/volunteers and outside vendors. The position will also assist in helping with marketing and clerical support for the department. Availability to work off hours to run programs and services as needed.

Essential Job Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed.

- Works independently and collaboratively in overseeing, planning, and coordinating a variety of Recreation activities and events.
- Assists in developing promotional materials for program communication through brochures, social media, website, and e-mail communications.
- Help setup areas for special events and programs. Assists with cleaning, setting up and breaking down program materials, storing supplies, and putting away all equipment
- Reports any issues or concerns that may arise to the Recreation Director or Assistant Recreation Director.
- Performs other tasks as related to the Woburn Recreation Department.

License or Certificate: Requires a valid driver's license

Education & Experience: Applicant must have a High School Diploma or GED. Experience in working with individuals in various ages and abilities. Strong computer skills and Communication skills.

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 Until position is filled.