



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

Job Title: Program Supervisor- Recreation Department (Part Time) Seasonal

Hours: 3 - 5 hours Saturdays 8am – 1pm (time could change) Starting November – end of February (no work on 11/29 or 12/27)

Wage: \$20 - \$25 per hour. No municipal benefits. This position is Non-Union.

Position Summary: Supervising Saturday morning programs at various locations. Assists with setup and cleanup of games, practices, and any other Rec Event. Serve as a supervisor for any program running that morning. Ability to step in and help run a particular program if the onsite supervisor is not available.

Job Functions & Qualifications:

- Works independently and collaboratively in overseeing, planning, and coordinating a variety of Recreation activities and events.
- Candidates should have a working knowledge of basketball rules, and how to operate a basketball scoreboard or the ability to learn.
- Prior experience working in recreation, youth sports, or community programming is highly desirable.
- Strong communication skills and the ability to deal with any problems that arise.
- 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: High School Diploma or GED preferred.

Inquiries for the job can be emailed to Rory Lindstrom at rlindstrom@cityofwoburn.com Job will remain open until position is filled.