



Job Title: Activity Program Coordinator.

Department: Parks and Recreation.

Hours: Weekdays, Weeknights and Weekends, depending on seasonal programming and activities.

Salary: \$20.54 - \$22.76 per hour. This is a union position.

DESCRIPTION

Most of the activities and programming will take place at the George Colella Community Center located within the Garfield School. This location is part of the division of the City of Revere Parks & Recreation Department. The facility features an auditorium, swimming pool, gymnasium, and community classroom. The purpose of the Activity Program Coordinator is to assist the Parks and Recreation Director in maximizing community usage of the space and overseeing daily operations.

ESSENTIAL FUNCTIONS:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Assists in scheduling and coordinating activities, fitness programs, community meetings, and all events taking place within the facility.
- Directly oversees programming when possible.
- Assists in overseeing Community Center registration of new families and the printing of identification cards for members; as well as enrollment of members in Community Center/Parks & Rec Department programs.
- Assists in transitioning and preparing all Community Center Spaces for classes each day, returns the Community Center to original conditions each evening for the next school day.
- Assists in developing and implementing marketing strategies for the facility which include promotional events, marketing tools, advertisement of the facility and annual marketing plans. This includes social media, weekly newsletters, and website.
- Assists the Community Center Coordinator in overseeing the daily operations of the facility, including evaluation of programs, enforcement of rules, and registering new residents.

- Ensures the facility is properly maintained and all public spaces are kept tidy and contributing to a welcoming atmosphere for the community.
- Provides security for the Community Center by: Carefully monitoring entrances to the building, checking identification of all persons entering the building to ensure only residents or authorized guests are on the premises.
- Assists with the setup, breakdown and movement of sports equipment and furniture.
- Assists the public, city departments and elected officials by furnishing routinary information.
- Has regular and ongoing professional interactions with the public as a representative of the City of Revere.
- Creates reports and other documents as requested.
- Performs other related duties as required.

QUALIFICATIONS:

- One to three (1-3) years of related experience preferably in a municipal environment.
- Must be able to pass a background, CORI, and SORI check.
- Must be able to lift or move objects that weigh up to 50 pounds.
- Previous cash handling experience preferred.
- Excellent customer service skills.
- Proficiency with Microsoft Office.
- Revere residency preferred.
- Bilingual preferred.

Knowledge:

- Working knowledge in handling administrative/clerical practices and organization
- Excellent knowledge of office software.

Abilities:

- Ability to establish and maintain effective and harmonious working relationships with department personnel
- Ability to deal effectively with the public and a diverse community
- Ability to communicate effectively in written and oral form.
- Ability to multitask.

Skill:

- Creative thinking and problem-solving skills.

WORK ENVIRONMENT

Work is performed both under typical office and outdoor conditions. Daily interaction with the public in-person, by phone and or email communications as required. Communication with the public requires considerable patience, courtesy, and discretion in an impartial manner. The work

environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

The City of Revere is proud to be an Equal Opportunity Employer. We are committed to creating a diverse and inclusive environment. Therefore, qualified applicants will be considered regardless of their sex, race, age, religion, color, national origin, ancestry, physical or mental disability, genetic information, marital status, sexual orientation, gender identity, gender expression, military and veteran status, or another protected category.

Interested candidates should apply online. The application must be submitted via the City's [Online Application Portal](#). Please submit a resume, cover letter and salary requirements with your application. If you have any questions, feel free to contact us at: jobs@revere.org.