



**Job Title:** Activity Program Coordinator  
**Department:** Parks and Recreation  
**Location:** 150 Beach Street, Revere, MA  
**Hours:** Tuesday – Friday 1:00 PM – 9:00 PM, Saturday 8:00 AM – 3:00 PM, May require nights, weekends or holidays during the summer months  
**Salary:** \$19.55 per hour plus benefits  
**Contract:** Union position.

### **DESCRIPTION**

The George Colella Community Center is located within the Garfield School and is operated as a 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 Community Center Coordinator in maximizing community usage of the space and overseeing daily operations. Employee works under the direction of the Director of Revere Parks & Recreation, reports to Assistant Director of Parks and Recreation/Community Center Coordinator.

### **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 routine 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 conditions, as well as outdoors. Daily interaction with the general 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 an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status, or any other legally protected basis, in accordance with applicable law.

Interested candidates should apply online by Monday, July 22, 2019 at [www.revere.org/jobs](http://www.revere.org/jobs). Please submit a resume, cover letter and salary requirements with your application.