



**Job Title:** Part Time Activity Program Coordinator  
**Department:** Parks and Recreation  
**Location:** 150 Beach Street, Revere, MA  
**Hours:** Up to 19.5 hours per week Monday – Friday 4:30 PM – 7:30 PM, Saturday 9:00 AM – 3:00 PM, may require nights, weekends or holidays during the summer months  
**Salary:** \$19.55 per hour. This position is not eligible for benefits  
**Contract:** Non-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 with the scheduling and coordinating of activities, fitness programs, community meetings, and all events taking place within the facility
- Assists with 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 with 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 ensuring the facility is properly maintained and all public spaces are kept tidy and contributing to a welcoming atmosphere for the community
- Assists with providing 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

- Processes registration for Parks and Recreation Department programs as needed
- Assists with the setup, breakdown and movement of sports equipment and furniture
- Has regular and ongoing professional interactions with the public as a representative of the City of Revere
- Assists the public, city departments and elected officials by providing routine information
- Accurately collects and processes payments and maintains an error free record of all transactions
- Prepares and processes standard mailings
- Assists with the purchasing of office supplies and other goods and services
- Creates reports and other documents as requested
- Performs other related duties as required

**QUALIFICATIONS:**

- One to three (0-2) years of related experience preferably in a municipal environment
- Must be able to pass a thorough 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.