

# TOWN OF SOUTHBOROUGH



## RECREATION COMMISSION

SOUTHBOROUGH RECREATION · 21 HIGHLAND ST. · SOUTHBOROUGH, MASSACHUSETTS 01772  
(508) 229-4452 · FAX (508) 229-7969  
[HTTPS://SOUTHBOROUGH.RECDESK.COM](https://southborough.recdesk.com)

The Town of Southborough seeks applicants with professional qualifications to serve as FT Recreation Program Coordinator.

Working under the direction of the Recreation Director, this individual will plan, organize, and supervise all programs, design brochures, coordinate facility use, maintain inventory, plan trips, and coordinate a comprehensive community recreation program. Employee supervises at least 80 seasonal employees and must possess exemplary customer service skills.

Candidate must have supervisory and budgetary skills and ability to create new programs. Computer proficiency in all MS Office programs required; fluency in RecDesk and social media desired.

A candidate for this position should have a Bachelor's Degree in Recreation or related field; at least three (3) years prior experience in recreation /activities program management, preferably in a municipal setting or equivalent; or an equivalent combination of education and experience. Valid Massachusetts driver's license required. Must be able to work flexible schedule including evenings & weekends. Detailed job description is available at <https://www.southboroughtown.com/town-administrator/pages/job-opportunities>.

Salary range \$51,278 to \$69,224. Send resume & cover letter by May 22, 2019 to [personnel@southboroughma.com](mailto:personnel@southboroughma.com) or apply online via <https://www.southboroughtown.com/town-administrator/pages/job-opportunities>. Women and minorities encouraged to apply. EEO