

TITLE: ASSISTANT PROJECT MANAGER
LEVEL: M-A \$33,328 - \$41,909
DEPARTMENT: PARKS, RECREATION & BEACHES –
Out of School Time Programs Coordinator

FUNCTION: Manages, plans and implements supportive recreation programs for all ages and abilities while performing supervisory and administrative functions related to daily operations of the department's Out of School Time Programs.

SUPERVISION RECEIVED: Works under the general supervision of the Director of Parks, Recreation & Beaches.

SUPERVISION EXERCISED: Supervises part-time and seasonal employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Plans, implements, coordinates, supervises and evaluates the overall scope of Out of School Time Programs including but not limited to, after school programs, summer and vacation camps, and other events; performs duties related to the daily operations of the Out of School Time Programs, and carries out entire operations with minimal supervision; develops and plans ongoing programs, arts and crafts classes, cultural programs, one-day events, and educational programs; instructs classes when needed and assists/mentors staff instructing programs.

Maintains effective working relationships and collaborates with persons or groups invested in the City of New Bedford and Parks, Recreation & Beaches, associates, other employees, departments and the general public; oversees the staff training, program development and program participation; responsible for all aspects of operation, ensuring safety and preparation for participation;

Makes sure all department policies and regulations are adhered to; keeps and maintains accurate data and records of programs and figures used in analysis and accurate record keeping.

The above covers the most significant responsibilities of this position. It does not, however, exclude other occasional duties, the inclusion of which would be in conformity with the level of the position.

DESIRED MINIMUM QUALIFICATIONS:

Education & Experience: Bachelor's degree or college-level training required; supervisory ability, experience resolving problems usually associated with one to three years' experience preferred; minimum three years of working with youth in a recreation, education or coaching environment; or any combination of equivalent education and experience.

Necessary Knowledge, Skills and Abilities: Ability to supervise and instruct classes, skill in programming activities for youth and families; ability to motivate, direct and supervise participants and staff in a variety of activities; willingness to be flexible.

SPECIAL REQUIREMENTS: Possession of a valid Massachusetts driver's license with good driving record. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

TOOLS AND EQUIPMENT USED: General sports and fitness equipment, computers, MS Word, Excel, Publisher and PowerPoint.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk or hear; sit; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms. The employee is occasionally required to stand or walk.

The employee must occasionally lift and/or move up to fifty pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office and recreation center settings. Hand/eye coordination is necessary to operate computers and various pieces of office equipment.

The noise level is what is expected when a large group of children is present.

SELECTION GUIDELINES: Formal application; rating of education and experience; oral interview and reference check; and job-related tests may be required.

The duties listed above are intended only as illustrations of the various types 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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.