



March 19, 2024

Park Commission – Division of Recreation **Program Coordinator**

The Town of Hudson – Park Commission, Division of Recreation seeks an individual to join our team as a Program Coordinator. Ideal candidates will be self-motivated and detail oriented. They will have proven experience working collaboratively with others in the recreation industry, or like setting. Chosen candidate will possess the necessary combination of Education/Experience, Skills and Knowledge to support the Division of Recreation in achieving its short-term and long-term goals, to better serve the community. Candidates must possess excellent communication skills and the ability to act independently. Candidates must have knowledge and proven experience in planning, implementing and promoting recreation programs, events and community services. Candidates with experience in Aquatics, Staff Development, Therapeutic/Adaptive Recreation, Youth Sports, Maintenance of Outdoor Facilities (including Splash Parks), encouraged to apply.

Minimum Qualifications and Requirements: Bachelor's degree in Recreation Management or a related field; two (2) to three (3) years' experience in a supervisory capacity within a like setting; or an equivalent combination of education and experience. Valid Massachusetts motor vehicle operator's license; CPR, AED and First Aid Certification (or ability to obtain within 6 months of employment).

For a full list of duties and responsibilities, please see Job Description. This is a non-union, full-time position (37.5 hours per week). Candidate must be flexible, as the days/hours of this position will vary based on programs and events, including working on weekends and limited holidays. The starting salary is \$58,256. Full salary range \$58,256 - \$76,660.

Job Description can be found at <https://www.townofhudson.org/home/pages/job-opportunities>, by emailing fsantos@townofhudson.org (Fernanda Santos), and at the Executive Assistant's Office in Town Hall, 78 Main Street, Hudson, MA 01749; (978) 562-9963. To apply please submit electronic resume and cover letter to the above email address. Position open until filled.

The Town of Hudson is an Equal Opportunity / Affirmative Action employer. The Town of Hudson does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, veteran status, marital status, or an individual's status in any group or class protected by applicable federal, state, or local law. The Town of Hudson encourages applications from minorities, women, the disabled, protected veterans, and all other qualified applicants.