

# Help Wanted: Assistant Project Manager – Parks, Recreation and Beaches

TITLE: ASSISTANT PROJECT MANAGER

LEVEL: M-A \$32,350 – \$40,680

DEPARTMENT: PARKS RECREATION & BEACHES –

ANDREA MCCOY RECREATION CENTER



**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 Andrea McCoy Recreation Center.

**SUPERVISION RECEIVED:** Works under the general supervision of the Director and Assistant Director of Parks Recreation & Beaches.

**SUPERVISION EXERCISED:** Supervises part-time and seasonal employees.

## **RESPONSIBILITIES:**

- Plans, implements, coordinates, supervises and evaluates the overall scope of supportive recreation for members and patrons of the Andrea McCoy Recreation Center and auxiliary classrooms;
- Performs duties related to the daily operations of the

Andrea McCoy Recreation Center (expected to carry out entire operations with minimal oversight from superiors);

- Develops and plans ongoing fitness programs, arts and crafts classes, cultural programs, one-day events, and educational programs; instructs classes when needed and assists/mentors staff instructing programs;
- Ability to maintain effective working relationships and collaborate 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 entry, maintenance and renewal of all members and programs in the Sportsman SQL database;
- Responsible for the collection and reconciliation of all supportive recreation program fees, rentals or admission rates;
- Responsible for all aspects of the facility, ensuring areas are safe, clean and secure, space is prepared for scheduled activities, and environment is ready for participation from its members.
- Responsible for making sure all department policies and regulations are adhered to.
- 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 position.

**SPECIAL REQUIREMENTS:** Must possess a valid Massachusetts driver's license. Criminal Offender Record Information (CORI) check mandatory per Massachusetts General Laws.

**DESIRED MINIMUM QUALIFICATIONS:**

**Education & Experience:** Bachelor's degree or college level training preferred; Supervisory ability, experience resolving problems usually associated with one to three years' experience; At least three years working with youth in a recreation, education or coaching environment.

**Necessary Knowledge, Skills and Abilities:** Ability to

supervise and instruct classes, skill in programming activities for youth and adults; Ability to motivate, direct and supervise participants and staff in a variety of activities; Willingness to be flexible.

Applications and  
instructions: <http://www.newbedford-ma.gov/Personnel/employ.html>.