



Job Advertisement

PROGRAM COORDINATOR RECREATION DEPARTMENT

The Town of Bedford is seeking qualified applicants for the position of Recreation Program Coordinator (40 hrs/week). Under the supervision of the Recreation Director, the Program Coordinator's responsibilities include carrying out comprehensive year-round recreation programming for the Town, and direct and indirect supervision of seasonal employees and volunteers. Additional duties include oversight of youth center and liaison responsibilities for the Town soccer and basketball programs.

Applicants must possess bachelor's degree in management, education or related field, along with 3-5 years of experience in recreation, youth programming, or equivalent combination of education/experience. Successful candidate will have knowledge of recreation policies and procedures, supervisory experience, and excellent communication, computer and customer service skills. Must also be a team player, highly flexible and organized. Municipal experience and aquatics background is a plus. Starting salary range is \$51,656 to \$60,051 depending upon experience.

Application for employment may be downloaded at: www.bedfordma.org

Please send resume, application, and letter of interest to:

Sarah Buhler
Human Resources/Management Analyst
Town of Bedford
10 Mudge Way
Bedford, MA 01730
or fax to (781) 275-6310

Applications received by Friday, April 18, 2014 will be given first consideration.

**The Town of Bedford is an Affirmative Action/Equal Employment
Opportunity Employer**