



**TOWN OF HUDSON
PARK COMMISSION
Division of Recreation
78 Main Street
Hudson, MA 01749
P: 978-568-9642
F: 978-562-8508**

PLEASE POST

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**Assistant Director of Recreation Vacancy
Full Time Recreation Position**

The Hudson Division of Recreation is seeking a self-motivated, dynamic individual to fill a full time position in a fast paced municipal Recreation Department. Candidates should possess a thorough understanding of municipal recreation programming and services. Excellent communication skills, exceptional planning and organizational skills and sound financial budgeting and forecasting skills are essential to this position. Candidates must possess the necessary skills in order to work in a highly team-oriented environment, as well as, have the ability act independently.

Key Responsibilities: assists Director with overall administration and development of programs, events and activities; plays an integral role in the hiring, placement, training and supervision of seasonal staff; tactfully handles concerns/complaints in order to resolve all issues in a timely manner; records financial transactions and monitors customers/vendors accounts for outstanding debts; creates financial reports for programs, events and other recreation related activities/projects; recommends modifications based on initial budgets and forecasts; actively updates recreation website and all other social media outlets in order to promote programs and events; creates marketing materials for distribution such as newsletters, brochures, flyers, etc...

Full job descriptions are available upon request at the Hudson Recreation Department.

Preferred Skills: Excellent computer skills, Experience with Access and Excel based financial software programs and/or QuickBooks, Ability effectively market and advertise Hudson Recreation both through print and electronic media outlets, Experience in conflict resolution and staff training development/implementation while in a supervisory capacity, Knowledge of Chapter 30B procurement guidelines and procedures.

Applicants must be flexible as the hours of this position vary, based on programs, fundraising/community events, and meetings.

Qualifications: Bachelor's degree in Recreation Management or a related field preferred; Three years working experience in a supervisory capacity; and/or an equivalent combination of education and experience. Valid MA Driver's License required.

Starting Salary: \$54,555 per year

Please submit Resume and Cover Letter to:

Hudson Recreation, c/o Park Commission, 78 Main Street, Hudson, MA 01749

Deadline: No later than Friday, January 30, 2015 at 4:00 pm

The Town of Hudson is an AA/EOE Employer