



PLEASE POST
JOB OPPORTUNITY
TOWN OF MOULTONBOROUGH

Recreation Positions

Scenic community on the shores of Lake Winnepesaukee shoreline just a short drive from the White Mountains region and urban centers of Portland, ME and Boston, MA seeks full-time recreation professionals to join its community-oriented agencies serve a varying population of 4,000+/- year round residents and 25,000+/- seasonal residents.

Assistant Director: Plans and implements a variety of special events, activities and programs, coordinates, reserves and supervises facilities, schedules athletic/recreation activities, officials, and events, oversees registrations for all programs, including youth sports, summer, adult and special events, creates, maintains and distributes publicity, brochures, notices and forms, creates volunteer and staff training programs, evaluates staff and coaches, and performs limited facility and field maintenance. Successful candidate will exhibit solid people skills, diplomacy and tact, public relations and communication skills, and supervisory skills. Experience in aquatic management preferred. Requires Bachelor's degree in Recreation Management or related field and four years experience, or an equivalent combination thereof, and valid NH Driver's license.

Program Coordinator: Supervises after-school drop in center; under direction, develops, plans and implements recreation programs for youth sports, adults, seniors, families and teens, special events, the arts, and summer programs; supervises volunteer and seasonal staff; assists in coach and volunteer training; performs limited facility and field maintenance; officiates sports and games; directs tournaments; assists with the scheduling of facilities, games and tournament schedules; communicates with coaches, volunteers, participants and parents. Successful candidate will exhibit solid people skills, diplomacy and tact, and the ability to perform duties with minimal supervision. Requires Associates degree in recreation or a related field and one year of experience, or an equivalent combination thereof, and valid NH Driver's license.

Submit application letter, resume, copies of any required or preferred certifications and standard town application form, available at www.moultonboroughnh.gov (Click on Paid, Volunteer and Contract Opportunities) or Town Hall, to Mr. Carter Terenzini, Town Administrator, 6 Holland Street, PO Box 139, Moultonborough, NH 03254. Position(s) open until filled; review begins on January 26, 2012. EEO Employer.

Posted: Town Bulletin Boards (7)
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Advertised: Meredith News & Carroll County Independent 01/05/12 & 01/12/12
Mailed: Tri-Cap; Town Clerk, Public Agencies w/in 45 minute radius
Web: Craigslist; winnepesaukee.com; NH Dept of Employment Security; LGC
New England Recreation Associations (6)