



Help Wanted

City of Newport, VT

Recreation Program Assistant (Part Time Year-Round)

The City of Newport, VT., is conducting a search for the exciting position of Program Assistant. A professional person with top-notch administrative skills and a sense of humor will thrive in this vibrant community. This position will allow you to be creative in assisting in offering existing programs and activities for this dynamic community which is establishing itself as a destination known for outdoor recreation and great restaurants. The Program Assistant will play an integral role in the Recreation Department and will work closely with other department staff and be responsible for supervision of seasonal staff at Prouty Beach Campground.

The Program Assistant should have experience in program development; being able to plan, lead and supervise recreational activities. The ability to be a self-starter but also work well in a team environment is a plus. The Program Assistant is a year round part-time position with primary responsibility during the summer to supervise the Prouty Beach Campground and seasonal staff. The 24 week season will be the primary focus of this position with less hours during the campground off season. A bachelor's degree is preferred but not necessary with experience in recreational programming or other equivalent competences. The position requires some evenings and weekend work, and personal transportation. Work is both inside and outside throughout the year.

Must have comfort with technology and knowledge of spreadsheets and word document programming, along with various new and existing reservation software. The successful applicant is subject to a criminal record check and a background check.

Wage/salary: based on experience and education

Benefits: Earned Paid Sick Time

A Newport City job application, cover letter, and resume are required as part of the applications packet. Application packets can be found on the city's website at newportvermont.org/city-information/jobs.

Application packets are due no later than February 16, 2024, although the position will remain open until filled. Applications may be submitted to the Director of Recreation Michael Brown, 222 Main St., Newport, VT 05855 or email to recdirector@newportrecreation.org

The City of Newport Vermont is an EOE.

CITY OF NEWPORT
Recreation Department

Job Title: Recreation Program Assistant

Reports to: Director of Recreation

Nature of Work: to perform a variety of duties associated with providing supervision, administrative assistance and support related to the oversight of Prouty Beach Campground. Typical duties include supervision of seasonal employees, customer service, providing support of events and activities, administering rentals and reservations, scheduling, keeping records, assisting with the hiring, training and scheduling of seasonal staff, handling some departmental finances, and facility familiarity. Position enhances a positive recreational experience for users and colleagues. May act as a liaison between users and park staff. Performance requires ability to work independently, exercise judgment, and use discretion within established guidelines. Requires some evening and weekend hours in addition to the regular workday/week. A background check and transportation is required.

Specific Duties and Responsibilities:

- Provides customer assistance to the general public for program registration, point of sale, facility bookings, and other recreation inquiries. Assists with daily reservations, billings, transactions and deposits.
- Books facility rentals using the recreation management software.
- Assists the Recreation Department in the planning, promotion, execution, and evaluation of recreation programs and events.
- Assists with the marketing and promotion of facilities, programs and events by preparing and distributing promotional material through radio, news, social media, electronic marquee and banners/flyers/printed material, upon direction from the Recreation Director.
- Serves as the onsite supervisor for the summer campground operations at Prouty Beach to include maintenance awareness, staffing patterns, reservation continuity, oversight and liaison with the campground hosts.
- Supervise seasonal staff and maintain clear and positive communication including performance feedback and guidance.
- Work collaboratively with city employees and other Recreation staff to ensure smooth operation of Prouty Beach and surrounding facilities.
- Attends meetings related to parks and recreation upon request of the Recreation Director.
- Maintains an inventory of supplies and equipment and makes recommendations for purchase of new supplies for administration and programs.
- Completes reports and forms as necessary including daily deposit sheets, and program/facility data collection.
- Performs other duties as assigned.

Knowledge, Ability and Skill:

- Knowledge about events planning, organization, planning, implementation, and evaluation.
- Ability to deal effectively and diplomatically with the general public.
- Ability to communicate clearly and concisely, orally and in writing.
- Ability to operate a computer including knowledge of Microsoft Office products, Google Docs and email.
- Comfort with new technologies and learning new software applications
- Ability to understand city policy and administer regulations firmly, tactfully and impartially.
- Ability to perform duties autonomously
- Working conditions are in a typical office environment as well as outdoors in the summertime
- Ability to possess and maintain a valid Vermont motor vehicles operator's license.

Education, Training and Experience:

The following standards express the minimum background of training and experience desirable as evidence of an applicant's ability to qualify for a position of this class. Other education, training, or experience may be evaluated as equivalent and may qualify the applicant for the position:

- Associates degree preferred, or equivalent level of high school or GED diploma, training and experience.
- Comfort working with computers, office equipment, word processing, spreadsheets, databases and learning new and emerging technologies and software.
- Knowledge of local government is helpful.
- 2 year's experience in an office environment or in clerical / administrative position is preferred.

Experience may compensate for education.

Minimum Qualifications:

- Must be at least 18 years of age.
- High School diploma and at least 2 years related experience.
- Must have training or related supervisory experience.
- Must be, or able to become certified in CPR, First Aid & AED.
- Must submit to and successfully pass a Criminal Record Check & Background Check.
- Must possess a valid Driver's License or have other reliable methods of transportation.

Physical Demands / Work Environment

This is an office-based job in a dynamic municipal office. While performing the duties of this job, the employee is required to communicate frequently with the public and other staff members, operate office equipment, and move throughout the municipal offices and campus. Work may include occasional pushing, pulling or carrying objects up to up to 25 pounds such as files, furniture or equipment. Work normally requires finger dexterity and hand-eye coordination to operate a keyboard and mouse Occasional eye-strain from reading detailed materials and computer screens. Requires the ability to maintain mental focus within an open office atmosphere

DISCLAIMERS

The above information is intended to describe the general nature of this position and should not be considered a comprehensive statement of duties, activities, responsibilities, and requirements. Additional duties, activities, responsibilities, and requirements may be assigned, with or without notice, at any time.

This job description is neither an employment contract nor a promise of work for any applicant. The City of Newport is an equal opportunity employer.

(updated 5 2022)