



# ***Town of Walpole*** **Commonwealth of Massachusetts**

**Patrick D. Shield**  
Recreation Director

Town Hall  
135 School Street  
Walpole, MA 02081  
Phone: (508) 660-6353  
PShield@Walpole-MA.gov

## **JOB POSTING TOWN OF WALPOLE**

**POSITION:** Program Coordinator  
**DEPARTMENT:** Recreation Department  
**STARTING WAGE:** \$21.10 / hour

**Application Deadline: Thursday, July 21, 2016**

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### **POSITION DESCRIPTION:**

The Town of Walpole is seeking qualified applicants for full-time Program Coordinator position in the Recreation Department to plan, organize and execute specific recreational programs or projects – coordinates a broad range of activities, trips and special events. Position also helps with day-to-day administrative and clerical responsibilities, including responding to public inquiries, maintaining and compiling records, and providing general customer service. Position functions as part of overall municipal team. Complete job description available via website [www.walpole-ma.gov](http://www.walpole-ma.gov).

### **DESIRABLE EXPERIENCE:**

Associates Degree in Recreation, Leisure Services, Education, or other relevant field; 1-3 years of similar working experience; knowledge of office practices and procedures; or any equivalent combination of education and experience which would demonstrate the ability to do the work. Bachelor's Degree preferred.

### **SALARY AND BENEFITS:**

This is a full-time position (35 hours per week) with benefits.

### **TO APPLY:**

Please send completed employment application, cover letter, and resume to Town of Walpole Human Resource Department - 135 School Street, Walpole, MA 02081 by **July 21, 2016**. Complete job description available at [www.walpole-ma.gov](http://www.walpole-ma.gov).

All employees are subject to Criminal Offender Record Information (C.O.R.I.) check. The Town of Walpole is an Affirmative Action/Equal Opportunity Employer.