

ASSISTANT RECREATION DIRECTOR/BUSINESS MANAGER

Town of Walpole is seeking qualified applicant for Assistant Recreation Director/Business Manager perform a variety of administrative and/or technical work in planning, organizing and supervising a specific program and/or project. Coordinates and supervises the management of the financial and business affairs of the Recreation Department. Bachelor's Degree which is appropriate for the particular program and department assigned with 3-5 years experience working in similar program area or any equivalent combination of education and experience which would demonstrate the ability to do the work. Bachelor's degree and/or a financial background are preferred. Skill in planning, coordinating and supervising various recreation activities at one time; skill in establishing and maintaining effective working relationships with program participants, parents, outside agencies, departmental staff and the general public. Full job description via web site www.walpole-ma.gov. Annual salary range \$55,176 - \$72,804. Send cover letter with resume and employment application to Town of Walpole, HR, 135 School Street, Walpole, MA 02081. Position will remain open until filled. AA/EOE