

Job Posting

Position: Village of Stockbridge Veteran's Park Wellness & Activities Coordinator

Date Posted: 5/18/23

Deadline: 5/31/23 or until filled

LOCATION: Veteran's Memorial Park, Stockbridge

HOURS: 10 hours/week, 10 weeks, mid-June through mid-August

SALARY: Stipend of \$20/hour

REPORTS TO: Village Manager

QUALIFICATIONS: Bachelor's Degree in related field preferred; experience working with youth and adults; good organizational and communication skills

RESPONSIBILITIES:

1. Become familiar with the use of all equipment and facilities located in the park and be able to teach others.
2. Planning and carrying out activities using park facilities each week.
3. Develop and use a lending system for balls, paddles and other equipment for use in the park.
4. Organize events using equipment.
5. Schedule courts as needed.
6. Produce advertising materials the scheduled activities in the park and the coordinator's availability.
7. Maintain a calendar of activities in the park.
8. Maintain sports equipment, ordering what's needed, distributing equipment and getting it back.
9. Lock and unlock buildings as needed.

To apply, fill out an employment application at the village office or download and complete an application from <http://www.vosmi.org>