

TOWN OF RICHMOND
PART TIME ASSISTANT to RECREATION DIRECTOR

IMMEDIATE OPENING

Department of Recreation, Events & Cultural Activities

Richmond Recreation is seeking a part-time Assistant to the Director. The position will work a minimum 20-hour week with flexible hours, at the Town Office (open Mon-Thu) but also includes occasional evening and/or weekend hours to support Special Events and Sports League Activities.

About the Role

Position will support the Director in all aspects of planning, developing, and administering a comprehensive year-round program for community recreational team sports leagues primarily focused on organized youth sports. Additional responsibilities include planning, developing, and administering recreational activities and special events for all age groups.

The department coordinates with the Richmond School District and neighboring towns for planning sports team practice and game schedules, league play, tournaments, and related recreation activities. The department is responsible for coordinating recreation facility maintenance, program publicity, public relations, scheduling events, and maintaining and processing program records, schedules, and reports.

The department is supported by two Citizen Volunteer Committees – The Recreation Committee, which oversees the recreational sports program; and, The Events Committee, which sponsors cultural, family-oriented Events, including Richmond Days in July, Halloween Trunk or Treat in October, and the Town's Christmas Tree Lighting in December. Other events and leisure time activities on a year-round basis serving all age groups from youth to adults, as well as the organization and supervision of all volunteers required to carry out the Town's recreation and cultural events programming.

Key Responsibilities

The successful candidate must be a motivated team player, capable of working independently to successfully complete assigned tasks, at times with limited supervision. Richmond is a customer-focused, results oriented employer. The successful candidate must have strong interpersonal skills, be willing to learn, and capable of joining a high-performing team. Examples of Duties:

- Coordinates registrations for all activities, distributes flyers, sign-up sheets, solicits volunteers (coaching, snack shack, umpiring, field prep, clean-up days), solicits sponsorships, coordinates fundraisers.
- Manages contact database to include coaches, volunteers, participants, Richmond Schools contacts, town contacts, and community/business sponsors.
- Develops safety-training programs for volunteers.

- Promotes interest in current recreation programs through publicity as well as additional recreational opportunities for the program.
- Assist with recreational equipment distribution and inventory
- Perform other related duties as assigned

Compensation & Appointment Responsibilities

This is a part-time position reporting to the Recreation Director. Current Wages are \$20.00/hour with growth opportunities for additional hours and pay as the program needs develop.

The successful candidate will be at least 18 years of age, have a high school diploma or GED equivalent, have a current valid driver's license and is required to pass a pre-employment background check. This includes possessing a current Criminal History Record Check (CHRC) Certificate issued by the State of Maine Department of Education, or the ability to successfully complete this background check process (paid for by Town of Richmond).

How to Apply

To Apply: submit a cover letter, Town Application, names and contact information for three references to: Town of Richmond, 26 Gardiner Street, Richmond, ME 04357 or email to: townmanager@richmondmaine.com.. Resumes are encouraged but must accompany a Town application.

The position is open until it is filled, with interviews being conducted as applications are received.

The Town of Richmond is an equal opportunity employer.