

# Help Wanted: Assistant Project Manager (City of New Bedford)

CITY OF NEW BEDFORD

ASSISTANT PROJECT MANAGER \$33, 328 – \$41,909

PARKS, RECREATION & BEACHES

Manages, plans and implements supportive recreation programs for all ages and abilities while performing supervisory and administrative functions related to daily operations of the department's Out of School Time Programs. Plans, implements, coordinates, supervises and evaluates the overall scope of Out of School Time Programs including, but not limited to, after school programs, summer and vacation camps, and other events. Performs duties related to the daily operations of the Out of School Time Programs, and carries out entire operations with minimal supervision. Develops and plans ongoing programs, arts and crafts classes, cultural programs, one-day events, and educational programs. Instructs classes when needed and assists/mentors staff instructing programs.

Oversees staff training, program development and program participation and is responsible for all aspects of operation, ensuring safety and preparation for participation. Makes sure all department policies and regulations are adhered to; keeps and maintains accurate data and records of programs and figures used in analysis and accurate record keeping. The above covers the most significant responsibilities of this position. It does not, however, exclude other occasional duties, the inclusion of which would be in conformity with the level of the position.

Bachelor's degree or college-level training required; supervisory ability, experience resolving problems usually

associated with one to three years' experience preferred. Minimum three years of working with youth in a recreation, education or coaching environment; or any combination of equivalent education and experience. Possession of a valid Massachusetts driver's license with good driving record. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

For more information, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov) or contact the Personnel Dept., 133 William St., Room 212, 508-979-1444. Resumes are only accepted with a completed employment application. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO