

Youth Sports Coordinator/Office Assistant Job Description Town of Vassalboro, Maine

Nature of Work:

This is a hybrid position, assisting with day-to-day Town Office functions and overseeing youth sports for the Town of Vassalboro, Maine. This position is responsible for effectively and efficiently developing youth sports programs and assisting as needed at the Town Office. This position assists in coordinating youth sports programs with seasonal volunteers. Work is performed under the general supervision of the Town Manager, subject to review through observation, reports and results achieved.

The Youth Sports Coordinator/Office Assistant is responsible for planning, directing, coordinating, advertising, controlling, staffing, and evaluating all activities of Vassalboro's youth sports. A primary responsibility of this position is to maintain good relations with local citizens, Recreation Department Volunteers, other local government employees, school department, and other related agencies.

Essential Duties and Responsibilities:

Delivers youth sports opportunities to the residents of Vassalboro. Works to gain community input in matters regarding programming, policy and operations.

Plans, directs, supervises and schedules all youth sports.

Evaluates all programs for effectiveness, efficiency and service to the community, and maintains statistical reports of all activities and participants.

Directs the maintenance and upkeep of municipal recreation areas. Schedules all fields in concurrence with the school department and other user groups, so as to maximize maximum and equitable use of these facilities.

Attends appropriate meetings to explain and promote the department's present and future programs.

Keeps informed as to the affairs of trends in the recreational field.

Is responsible for the preparation and review of the annual departmental budget and for the control of departmental expenditures. Organizes any needed fundraising efforts.

Orders equipment and supplies for the department and ensures that the equipment is properly maintained and inventoried, keeping proper records related to such.

Collects and accounts for all registration and user fee revenues.

Completes and forwards all necessary reports that may be required in a timely fashion.

Assist in day-to-day Town Office functions under the direction of the Town Manager.

When needed, issues various licenses such as marriage, hunting, fishing, dog licenses, and recreational vehicle registrations, and maintains all related records.

Acts as Deputy Tax Collector or Deputy Treasurer in the collection of various taxes including excise, real estate and personal property taxes, and tax liens. Computes excise tax on new and used automobiles, trucks, trailers, motorcycles and boats, keeping and processing records of same.

Accurately collects monies and answers inquiries at the Town Office.

Assist with the nightly cash up of the day's transactions to verify accuracy.

Requirements of Work:

Knowledge of goals and objectives of public recreation, an understanding of the needs of the community in respect to recreation, and the ability to formulate and administer programs to meet community needs.

Ability to plan, organize, direct and evaluate the department's activities and the personnel involved in delivering those services. Prepares related reports of departmental activities for the Town Manager and Select Board.

Ability to present information, discuss and make recommendations on problems, and use tact to ensure continuity of the relationship with others.

Ability to establish and maintain effective working relationships with co-workers, other department heads, program participants, Recreation Department volunteers, and the community.

Encourages effective and appropriate activity by volunteers, participants, and community.

Ability to interpret and apply the policies of the Town and the Recreation Committee, and to draft amendments to those policies as needed for Select Board approval.

Ability to work weekends and evenings when needed.

Training and Experience Required:

At least three years of working with the public; college degree preferred; a history of positive relationships with staff, participants and community; or any equivalent combination of experience and training