



South Windsor Parks & Recreation Department Facility & Program Monitor

Position: Facility & Program Monitor

Job Type: Year-Round Part-Time

Rate: \$19/hour or \$160/Flat rate

General Purpose

This position is responsible for managing programmatic and facility operations for the South Windsor Parks & Recreation Department. As the primary point of contact for the department, the monitor communicates and coordinates participant and renter needs with the recreation supervisors, custodian, and other staff.

As a Facility & Program Monitor, you'll be helping to maintain safe and secure operation of facilities and programs and contribute to a positive experience for all who contact or visit the facilities. Staff is needed to work assigned shifts on weeknights, weekends, and/or some holidays, as well as to substitute on an as-needed basis. Several positions are available. This position requires staff to be energetic, a self-starter who enjoys working with people of diverse ages and backgrounds and are able to interact with customers and staff in a positive, courteous, and respectful manner. **We are currently hiring for our Wednesday and Friday evening shifts.**

The pay rate is \$19 per hour during week from 5:30 p.m. to 9:30 p.m. or a flat \$160 for an 8:00 a.m.-8:00 p.m. weekend shift. Between managing the scheduled rentals and programs, you will remain on call (a work phone is provided for the shift) for the duration of the shift. Employee must be within 15 minutes from South Windsor at all times.

Essential Job Functions

- Open and close facilities
- Greet public and program participants
- Set up and clean up rooms used for scheduled activities & events
- Ensure security of the building
- Perform light custodial duties as needed
- Communicate and coordinate participant and renter needs with the recreation supervisors, custodian, and other staff
- Manage and monitor rentals and ensure compliance with facility rules and rental agreement terms
- Ability to provide outstanding customer service

Qualifications/Basic Job Requirements

- Be at least 18 years of age and a high school graduate (or equivalent).
- Possession of a valid driver's license
- Able to lift/carry materials weighing up to 40 pounds
- Strong communication skills required
- Ability to prioritize workflow, meet established deadlines and work under pressure
- Ability to understand and comply with Town standards, safety rules and personnel policies
- Employment with The Town of South Windsor is understood to be at - will