
Cape Elizabeth Community Services
343 Ocean House Rd, Cape Elizabeth Maine
04107
(207) 799-2868
kathleen.raftice@capeelizabeth.org



POSITION: Ft. Williams Park Coordinator
SALARY: \$19.00 - \$21.00/hour
OPENING DATE: May, 2018
CLOSING DATE: Until position filled
JOB TYPE: Full-time (40 hours)
DEPARTMENT: Community Services/Recreation

THE POSITION:

Are you the right fit for our growing department? Are you ready to roll up your sleeves and get to work? Cape Elizabeth Community Services is seeking a full-time Fort Williams Park Coordinator to join its dedicated and diverse team. We are searching for someone who is dynamic, creative and passionate about making a difference in our community. This position is under the direct supervision of the Community Services Director and works to coordinate activities at Fort Williams Park. The employee in this position will work with food vendors, transportation & cruise ship vendors, other town departments, the Fort Williams Park Committee and guests and residents of Cape Elizabeth to ensure a safe, enjoyable experience at Fort Williams Park. This individual will be responsible for assisting and coordinating programs in accordance with established policies and procedures. Must be an effective communicator, and have the ability to maintain confidentiality with sensitive information. Requires flexibility for night and weekend hours based on the season, and a working knowledge of financial record keeping practices. Must have the ability to work with the general public in a respectful, tactful manner, and the ability to work with limited direction. Ability to learn and implement office procedures related to Department, Town, State, and Federal policies, rules, procedures, codes, and ordinances.

This is a full-time position responsible for assisting the Community Services and Fort Williams Park Director with protecting and supervising designated outdoor areas including patrolling the grounds to ensure users are complying with the rules of the park – including fire safety regulations and protection of the natural environment. Responsibilities include dealing effectively with the public concerning department activities, and performing specific delegated tasks, all under the general guidance and direct supervision of the Director.

Position Classification: This position is classified as a full-time, hourly (non-exempt) position.

Supervisory Responsibilities: This position supervises part-time employees and independent contractors. This is professional work of moderate difficulty in organizing, promoting, conducting, and supervising events in a growing community. The flexible schedule will include evenings and weekends.

The Town offers a wide variety of benefits to its employees including a competitive benefits package and salary.

SKILLS/EXPERIENCE/TRAINING REQUIRED:

- ◆ Bachelor's degree in Tourism, Leisure Studies or a related field.
- ◆ Any equivalent combination of education and experience which demonstrates possession of the necessary knowledge, skills and abilities.
- ◆ Valid State of Maine driver's license with clean driving record.
- ◆ Assists with coordination and scheduling use of municipal facilities and transportation. Ensures facilities are properly equipped and prepared for user groups.
- ◆ Strong supervisory skills and decision-making abilities, proficient in conflict resolution and the ability to communicate verbally and in writing to various and diverse groups and individuals.
- ◆ Considerable knowledge of and proficiency in current computer applications and recreation management software.

WORKING CONDITIONS/PHYSICAL DEMANDS:

- ◆ Has extensive personal, telephone and written contact with community groups and the general public, Town personnel and recreation staff.
- ◆ Works outdoors, operates various equipment, including truck, van/bus, snow blower and tractor, and travels to various locations. Frequently required to stand, sit, bend, and squat for extended periods, and to lift and carry up to 50 pounds.
- ◆ Some work is performed in a normal office setting, not subject to extremes of temperature, noise, odor, etc. Use of computer, keyboards, and other office equipment requiring eye-hand coordination and finger dexterity. Balancing, crouching, grasping, pulling, reaching and stooping may also be required.

APPLICATION:

Application and complete job description available at www.capecommunityservices.org or contact Community Services Director, Kathy Raftice (207) 799-2868, Kathleen.Raftice@capeelizabeth.org. Please submit completed application, resume and three professional references to: Cape Elizabeth Community Services, c/o Kathy Raftice, 343 Ocean House Rd., Cape Elizabeth, ME 04107