

CROMWELL RECREATION DEPARTMENT

RECREATION ASSISTANT:

We are seeking applicants for a Recreation Assistant to assist in the office as well as with other special events.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Assists Recreation Department staff in the planning, details and implementation of special events, camps and programs.

Participates and assists at various special events, including, but not limited to, concerts, movie nights and weekly farmers market including set-up, operation, clean up and safety for all events.

Promotional materials for all programs/events/farmers market/concerts/movies.

Marketing of all programs/events/farmers market/concerts/movies.

Update websites for Recreation Department and Town of Cromwell Farmers Market.

Assist with summer camp programs including filling in for staff as needed, processing weekly newsletters, and checking in on specialty camps.

Other duties or activities associated with recreational programs, events and camps.

Weekly hours - 20 to 40 hours. This is a part time paid position with no benefits.

Contact the Cromwell Recreation Department at 860-632-3467 or recreation@cromwellct.com or go to cromwellrec.com for an application.