



TOWN OF
FAIRHAVEN
MASSACHUSETTS
THE FRIENDLY TOWN

OFFICE OF
DIRECTOR OF FINANCE/
TREASURER
TOWN HALL
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3/3/2015

Personnel Board Minutes
February 10, 2015

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A meeting of the Personnel Board (PB) was held on February 10, 2015 in the Banquet Room at Town Hall. The meeting was called to order at 3:40 PM by Chairman Charles Murphy. Also in attendance were members Lindsay Gordon, and Wendy Graves.

For the first item of business, there was a discussion with Warren regarding changing the level of Recreation Program Coordinator position. Data was collected for the pay ranges for area towns and a new job description were given to the board. There was no action taken at this time.

For the second item of business, there was a discussion regarding job descriptions. Ms. Graves will gather both new and old job descriptions for the non-union positions so that the board can evaluate the changes in the jobs.

The next meeting will be March 3, 2015 at 3:30.

A motion to adjourn was made by Ms. Gordon and seconded by Mr. Murphy, which was passed unanimously at 4:11 PM

Respectfully Submitted,
Wendy L Graves

Approved: Wendy L. Graves

Date: 3/3/15



TOWN OF FAIRHAVEN RECREATION DEPARTMENT

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January 30, 2015

To: Charles Murphy, Chair – Personnel Board

This letter is to ask for your consideration on the following;

- Rachel Martin has been working at the Recreation Center since October of 2003. She is the Program Coordinator and has been at the top step of Level 7 for some time. Rachel is a valuable asset to the Department and I would like to ask that she be bumped up to level 8 at the top step, this move would increase her salary by \$2,309.

The Recreation Department has made strides these past few years, first in streamlining the budget and in increasing programming, I am happy to say that last year we brought in Over \$200,000 before expenses for the first time that I have the computer records for with the sportsman system, and this year we are currently ahead of that number by \$20,000 at the same time.

Thank You,

Warren Rensehausen, APRP
Director of Recreation

Town of Fairhaven
Position Description

Program Coordinator

Position Summary

Works closely with the Recreation Director to assist in the planning, organizing and administration of all ongoing and seasonal recreation programs, services and special events.

Position Responsibilities

In conjunction with the Director, determine the recreational needs of the community, develop, organize, implement, and supervise programs and special events.

Monitor and oversee programs on a regular basis to provide support; assist with and/or solve problems and communicate with participants. Prepares a monthly report for the Director of program activities, attendance and services provided.

With the Recreation Director, assumes authority and responsibility for the quality of work for all part time employees. Recruits and organizes volunteer staff.

Maintains records of program participation and program evaluations making recommendations concerning program expansion.

Organize, coordinate and oversee registration process.

Maintain an inventory of all recreational materials and equipment.

Provide information about programs and special activities by assisting with the development and distribution of news releases, informational bulletins and brochures.

Manage the operations of the Recreation Department in the absence of the Recreation Director.

Maintain current information on trends and programming in recreation through participating in continuing education programs and professional associations; and perform other related duties.

Has daily contact with the general public and town departments. Has occasional contact with the school department, local civic organizations and governmental agencies.

Performs other related duties as assigned by the director.

Knowledge, Skills and Abilities

Knowledge of the principles and practices of recreation administration.

Tactful, pleasant and friendly approach in dealing with participants, staff, volunteers, and individuals within the community. Ability to establish and maintain effective working relationships with persons and groups interested in recreation, associates, other employees, departments, and the general public.

Skill in written and oral communication.

Skill in coordinating events and activities.

Skill in motivating, directing and supervising participants in a variety of activities.

Knowledge and level of competency commonly associated with completion of specialized training in the field of work.

Knowledge of modern office procedures and skill in operating modern office equipment.

Must be flexible and able to assist the director in any schedule or non-scheduled duties that may occur in relation to a program or special event.

Must be able to become CPR and First Aid certified.

Education and Experience

Bachelor's degree in Recreation, Physical Education or related field. 1-2 years supervisory experience in recreation or sports related programs; or any equivalent combination of education and experience.