**CITY OF CRANSTON**

**DEPARTMENT OF PERSONNEL**

**ANNOUNCES A CLOSED PROMOTIONAL CIVIL SERVICE EXAMINATION**

**FOR CLASSIFIED TEAMSTER EMPLOYEES OF THE CITY OF CRANSTON**

**IN THE PARKS & RECREATION DEPARTMENT**

**FOR**

**RECREATION PROGRAM COORIDNATOR**

**Wage Range: Minimum** **$60,189.04 Maximum $75,846.50**

Applications must be filed on or before **4:30 PM, Wednesday, June 11, 2025** the office of the Director of Personnel at Cranston City Hall. Applications may be downloaded from [www.cranstonri.com](http://www.cranstonri.com). Completed applications may be submitted to the Personnel Department by:**1. FAX (401) 780-3362**. **2. Email**: personnelapplications@cranstonri.org; **3. US Mail: Personnel Director, 869 Park Avenue, Cranston RI** **02910** Time and place of examination will be sent by email.

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**Duties:** This employee is responsible for assisting the Parks & Recreation Department and the employees daily to ensure proper operation of the Department needs and demands. This individual would assist with supervision, instruction and coordination of part time staff and events under the direction of the Director, General Foreperson and Foreperson.

Responsible for the planning and implementation of programs and events for all ages put on by the Parks & Recreation Department, specifically the organization, implementation and supervision of the day camp program, known as the Playground Program.

Responsible for assisting in the operation and maintenance of parks, playgrounds, ball fields and all other various seasonal facilities during non-regular working hours under the direction of the Department.

Responsible for assisting in the scheduling of field time and use of facilities, as well as issuing permits to groups scheduled to use department facilities.

Responsible to inspect and follow up on maintenance and safety issues brought to the Department’s attention by the constituent affairs division.

Responsible for the hiring of part time staff working in programs and at facilities under the guidance of the Director. Assist with general and program supply ordering and receiving as needed on a regular basis.

**Examination:** Examination shall consist of a written test. The weight of the examination shall be 100%. The minimum passing grade shall be 70%. Qualified employees will have appropriate seniority points added to a passing score.

**Qualifications:** This employee must have the ability to work effectively with subordinates, other municipal employees, officials and more importantly -the public. This employee must possess some knowledge of proper maintenance and prep work needed for fields, as well as knowledge of tools, equipment and supplies needed for the proper care of fields. This employee must possess some ability to handle complaints, suggestions and concerns from the public in a positive, enthusiastic manner.

This employee must possess the ability to coordinate the scheduling of events. During snow removal operations, assists with overall supervision of staff. Applicant must have a high school diploma or equivalent. Secondary education degree, particularly in the field of Recreation and Leisure Studies is preferred but not required. Experience dealing with the public, Prior experience in supervision and scheduling events is required. Field maintenance is desired but not required. Experience in recreation is preferred. **Must possess a Commercial Driver’s License and an Excavation Equipment license.**