



Interim Park and Rec Director Hiring subcommittee  
Special Meeting

April 15, 2021  
11:00 A.M.

Present: Ed Matson, John Grant and Julia Neff.

Also, present: None.

**Call the meeting to order:**

Ed Matson called the meeting to order at 11:02 a.m.

**Discussion and possible action on job description for Interim Park and Rec Director:**

The subcommittee outlined some of the duties for the Interim P&R Director

- Part time – up to 20 hours per week
- Manage voice mails and emails
- Coordinating current/planned programs
  - Summer concerts
  - Tennis

The subcommittee agreed additional responsibilities for the Interim P&R Director will be discussed at the Park and Rec Commission meeting on Monday, April 15, 2021.

**Discussion and possible action on proposed ad:**

John Grant submitted a draft ad for the Interim P&R Director (attached). After some discussion and edits, Ed Matson made the following motion:

To approve the Interim Par and rec Director ad as follows and post on the Town website, Indeed and Connecticut Parks and Rec Association website:

Interim Park and Rec Director:

Job Description:

The Kent Parks and Rec Commission is currently accepting applications for a parttime, up to 20 hours per week, Interim Park and Rec Director. Looking for an organized, motivated, team-oriented and charismatic person who is interested in both recreational programming and sports facility management. The employee will serve under the supervision of the Parks and Rec Commission or a designated representative. Responsible for administering and coordinating programs and/or special events.

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With a salary range of \$23 - \$27 per hour.

John Grant seconded the motion and the motion carried.

**Adjourn:**

Ed Matson made a motion to adjourn the meeting at 11:15 a.m.



Joyce Kearns  
Administrative Assistant



**RECEIVED**

*By Darlene Brady at 10:30 am, Apr 14, 2021*

Interim Park and Rec Director Sub-Committee  
Special Meeting  
April 15, 2021 11:00 A.M.

Access to meeting via Zoom: <https://us02web.zoom.us/j/89940781955>  
Meeting ID: 899 4078 1955  
One tap mobile: +16465588656,,89940781955# US (New York)

1. Call the meeting to order
2. Discussion and possible action on job description for Interim Park and Rec Director
3. Discussion and possible action on proposed ad
4. Adjourn

**"An equal opportunity employer and service provider"**

## Interim Recreation Program Coordinator

Location: Kent Connecticut

### Job Description:

The Kent Parks and Recreation Commission is currently accepting applications for full-time employment as a Interim Recreation Program Coordinator which could lead to a Directors position of Parks and Recreation . Looking for an organized, motivated, team-orientated and charismatic person who is interested in both recreation programming and sports facility management. The employee will serve under the supervision of the Parks and Recreation Commission or a designated representative. Responsible for administering, planning, and coordinating programs and/or special events.

Application, cover letter and resume should be submitted to: