

*America's Small Town Capital*

**JOB DESCRIPTION – Effective Date: 7/1/2023**

**Position Title: Director of Recreation and Senior Services**

**Department: Community Services Department**

**FLSA Status: Exempt**

**Job Summary:**

The Recreation and Senior Services Director is responsible for the management of the Recreation Department and Montpelier Senior Activity Center (MSAC) divisions within Community Services. This position manages, directs, supervises, and coordinates various recreation programs and special events for the Community; they plan, direct, and supervise the work of full- and part-time staff; manage the division budgets; provide staff support to the Recreation Advisory Board and The MSAC Advisory Council; facilitate use of athletic resources within the community; coordinate assigned activities with other City Departments, outside organizations, and the general public. The Recreation and Senior Services Director is a member of the City's Leadership Team, in which the City's Department Directors come together to plan for the City's initiatives and respond to emerging resident needs.

**Job Responsibilities:**

- Supervises the management of the Recreation and MSAC community services divisions. In discharging this responsibility, the Director acts directly and by delegation but retains ultimate responsibility.
- Responsible for planning, organizing, and directing a comprehensive recreation program for the residents of the City of Montpelier.
- Continuously monitor and evaluate the efficiency and effectiveness of methods, procedures, and programs; assess and monitor workload; identify and implement opportunities for improvement.
- Keep abreast of new trends and advances in the recreation profession. Maintain professional affiliates and attend workshops and training sessions as appropriate.

- Provide support for the Recreation Board and Advisory Council –supporting monthly meetings and work with Subcommittees as needed.
- Establish and maintain favorable relationships with community groups and individuals to foster understanding and solicit overall support for the program. Such public relations endeavors may include regular press releases, program publications, radio shows and other appropriate media usage.
- Provides budget management – Accounts payable, payroll, budget development, revenue and expenditure projections, grant development and management.
- Contribute to annual strategic planning by evaluating and projecting future facility needs and proposing options to achieve them.
- Participates in the planning, design and implementation of related City Capital Improvement Projects as well as capital improvements to existing facilities.
- Management and oversight of all Recreation and MSAC staff –Support work plans, timesheets, professional development. Provide the proper training and retraining of all Recreation and MSAC staff to assure safe operational procedures and competent supervision of all activities.
- Recruit, interview and recommend for employment and/or dismissal of all permanent employees. Such recommendations will be made to the Assistant City Manager and City Manager to take formal action.
- Oversee the supervision of all seasonal hourly employees (pool personnel, activity instructors, summer camp staff, seasonal maintenance staff, etc.).
- Facility management of all recreation and senior services property.
- Performs other duties as assigned.

Desired Knowledge, Ability and Skills:

Excellent written and verbal communication skills. Demonstrated knowledge of municipal best practices. Organization and leadership skills, Strategic thinking, and analytical skills. Excellent understanding of Finance-related performance standards. Proven ability to develop and execute financial strategies. Understanding of computer hardware/software used to deliver information services in a municipal office environment. Understanding of general municipal government management, ability to supervise effectively and work effectively within groups and teams. Must have good communication/interpersonal skills, presentation skills and customer services orientation. Extensive analytical and spreadsheet skills, including Microsoft Office and Excel.

Training and Experience Required:

BA/BS in a related field. Significant experience in a key administrative position with a public/non-profit agency. Direct experience in municipal government is preferred.

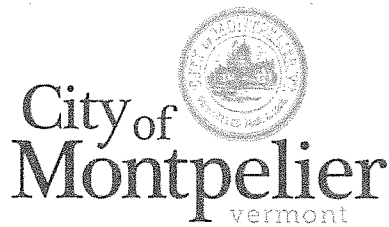
Familiarity with public/non-profit and program management. Familiarity with the City of Montpelier's regulations/policies a plus.

**Salary and Benefits:**

The pay range is based on qualifications. This is an exempt salaried position with benefits offered per City's Personnel Plan.

PHYSICAL ACTIVITY REQUIREMENTS			
<ul style="list-style-type: none"> <li>• This job requires the ability to see, whether naturally or with vision correction tools (glasses, contacts).</li> <li>• This job requires the ability to hear, whether naturally or with hearing correction tools (hearing aid) to communicate with co-worker/supervisors/customers.</li> </ul>			
Primary Physical Requirements		Other Physical Requirements	
Lift up to 10 lbs.:	Performed frequently	Twisting:	Performed frequently
Lift 11 to 25 lbs.:	Performed occasionally	Bending:	Performed frequently
Reach above shoulder height:	Performed occasionally	Sitting:	Performed frequently
In Avg. 8-hr day employee may need to:		Sit	Consecutive Hrs - 1 Total Hrs - 5
		Stand	Consecutive Hrs - 1 Total Hrs - 2, 3
		Walk	Total Hrs - <1

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.



*America's Small Town Capital*

**JOB DESCRIPTION – Effective Date: 11/1/2023**

**Position Title: Program and Membership Director**

**Division: Montpelier Senior Activity Center (MSAC)**

**Department: Community Services Department**

**FLSA Status: Exempt**

The mission of the Montpelier Senior Activity Center is to enhance the quality of life for older adults in the Montpelier area through opportunities that develop physical, mental, cultural, social, and economic well-being at a welcoming, flexible environment. As part of the Community Service Department, MSAC strives to be active, inclusive, and immersive in its programming and events.

**Job Summary:**

The City of Montpelier seeks a dynamic applicant for the Montpelier Senior Activity Center (MSAC) Program and Membership Director, to manage membership and programming for a progressive and dedicated comprehensive Senior Center. This position will be responsible for Senior Center operations. The Senior Center operates as a destination for Montpelier's older population to take classes, to attend events, to socialize, and to have congregate meals. The Program and Membership Director is responsible for the management of MSAC programs, membership benefits, volunteers, staff, instructors, and for consulting with the Advisory Council. The Director builds and maintains community partnerships to help MSAC fulfill its mission. The Director is responsible for promoting membership, maintaining benefits, and communicating with members in person and through a variety of media.

This position also includes oversight of the City's FEAST senior nutrition program – which provides in-person and delivered meals for the homebound and eligible in our community. This position reports to the Director of Recreation and Senior Services.

**Job Responsibilities:**

- Program management – management of MSAC classes, workshops, and drop-ins, event planning, FEAST senior meals program, facility rentals.

- Membership – Annual promotion, member relations, and events.
- Management and oversight of all MSAC staff –Support work plans, timesheets, professional development. Including the supervision of Associates for Training and Development (A4TD) & Department of Labor (DOL) interns.
- Volunteers – recruitment, retention, management, and recognition.
- Community Relations – build and maintain active community partnerships.
- Develop materials for MSAC programs; content for weekly e-newsletter, monthly newsletter, quarterly program guide, and annual report.
- Staff for liaison for the Advisory Council and other committees as assigned (i.e. membership, programming, fundraising, finance).
- Coordination of the MSAC annual meeting per governance guidelines.
- Budget Management –budget development coordination fundraising, grant development and management, town funding (annual appropriations), campaign development and management (i.e. annual appeal and March for Meals), donor relations, planned giving.
- Input to annual Community Services strategic planning.
- Performs other duties as assigned.

Desired Knowledge, Ability and Skills:

Familiarity with the field of aging services or experience with aging adults would be desired. Excellent written and verbal communication skills are a must. Organization and leadership skills such as strategic thinking and analytical skills will be given strong consideration. Understanding of computer hardware/software used to deliver information services in an office environment. Understanding of local government and the ability to supervise effectively and work effectively within groups and teams is key. Must have good interpersonal skills, presentation skills, and customer services orientation. Must have proficiency with Microsoft Office and Excel.

Training and Experience Required:

BA/BS in a related field. Significant experience in a key administrative position with a public/non-profit agency. Familiarity with program and membership management. Familiarity with the City of Montpelier's regulations/policies a plus.

Salary and Benefits:

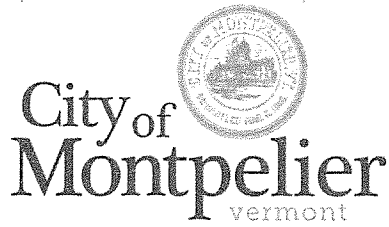
Up to \$68,000. This is an exempt salaried position with benefits offered per City's Personnel Plan.

### PHYSICAL ACTIVITY REQUIREMENTS

- This job requires the ability to stand for extended periods of time.
- This job requires the ability to see, whether naturally or with vision correction tools (glasses, contacts).
- This job requires the ability to hear, whether naturally or with hearing correction tools (hearing aid) in order to communicate with co-worker/supervisors/customers and to trouble shoot improper functioning of machinery/engines.
- Must have the ability to be on your feet regularly and use hands, arms, and legs repeatedly on the job.

Primary Physical Requirements		Other Physical Requirements	
Lift up to 10 lbs.:	Performed frequently	Twisting:	Performed frequently
Lift 11 to 25 lbs.:	Performed occasionally	Bending:	Performed frequently
Reach above shoulder height:	Performed occasionally	Sitting:	Performed frequently
In Avg. 8-hr day employee may need to:		Sit	Consecutive Hrs - 1
			Total Hrs - 5
		Stand	Consecutive Hrs - 1
			Total Hrs - 2, 3
		Walk	Total Hrs - <1

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.



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**JOB DESCRIPTION – Effective Date: March 2017**

**Position Title: Administrative Assistant**

**Department: Community Services**

**Supervisor: \_**

**FLSA Status: Classified**

**Grade #: \_**

**DISTINGUISHING FEATURES OF THE POSITION:**

The Administrative Assistant provides administrative support to the three divisions of the newly-formed City of Montpelier's Community Services Department: Recreation, Montpelier Senior Activity Center, and Parks and Trees. The Administrative Assistant works with the Office Manager and a team of dedicated staff to provide superior customer service for these three vibrant and busy divisions. The Administrative Assistant performs a variety of duties, serving a diverse and constantly evolving customer base, community partners from all sectors, instructors, volunteers, and facility users. This is a Part-time 20-hour per week position with pro-rated municipal benefits, access to a strong employee wellness program, professional development, and future potential for increase in hours and/or responsibility.

**ESSENTIAL JOB FUNCTIONS:**

- Perform general front office duties, including opening a closing the office and facilities, processing postal mail, voice mail, and emails and responding as appropriate, and assisting with stocking and ordering of office supplies.
- Provide superior customer service, including greeting members of the public and responding to inquiries in person, by phone, and by email accurately and efficiently.
- Process registrations and payments for diverse programming and services, including classes, athletic teams, pool passes, camps, facility rentals, health clinics, and more.
- Accurately maintain database of client records and provide statistical reporting as assigned.
- Assist with recruitment, training, and supervision of Community Services volunteers, especially office volunteers.
- Assist with accounts payable, accounts receivable, and rental reservations as assigned.
- Provide support to Communications staff, including editing and proofing drafts of communications materials, overseeing printing of materials, recruiting and supervising mailing volunteers, and managing bulk mailings.

- Provide support for Program staff, including monitoring registration lists, creating signup sheets, communicating with instructors, etc.
- Maintain security of confidential information, money, and facility keys.

#### **ENVIRONMENT:**

- Most work is completed in modern office on first floor of renovated, energy efficient 80-year old building
- Office shared by four Community Services staff members
- Frequent customer traffic in and out of office and therefore high level of distraction
- Occasional work in Senior Activity Center facility's other spaces, including community room and classrooms.
- Occasional off-site work for USPS mailings and special events
- Occasional errands to City Hall, downtown, and around Central Vermont
- Occasional local and out-of-town trainings
- Potential for occasional work assignments at Recreation and/or Parks facilities.

#### **EQUIPMENT USED:**

- PC Desktop Computers and printers (regularly)
- Square cash register and safes (regularly)
- Multi-function printer/copier/fax/scanner (regularly)
- Adding machine or calculator (regularly)
- Shredding machine (occasionally)
- Hole-puncher and stapler (regularly)
- Audio-visual equipment (occasionally)
- Coffee maker and other hospitality equipment (occasionally)
- Furniture moving – especially folding tables and chairs (regularly)
- Fans and air conditioners
- Easels

#### **REQUIRED INTERPERSONAL SKILLS:**

- Superior customer service skills
- Patient, courteous, kind and compassionate
- Respectful of and able to communicate effectively with diverse populations – age, socioeconomic, geographic, cognitive

#### **MINIMUM QUALIFICATIONS:**

- Computer literacy: MS Office including Excel, Word, Outlook; Database trainable
- Reliability for opening and closing when scheduled to do so
- Ability to supervise a wide variety of volunteers
- Organized, efficient and able to prioritize duties
- Strong technological competence
- Adaptability to evolving systems
- Ability to work in high-pressure, high-distraction setting

**DESIRABLE QUALIFICATIONS:**

- Experience in a related field: recreation, parks & trees, senior services, human services, education, municipal government, or non-profit settings
- Experience with accounts payable and/or accounts receivable
- Experience handling sales in cash, check and credit cards
- Rapid and accurate data entry / typing skills
- Copy-editing skills
- Website maintenance skills
- Initiative and confidence

**SPECIAL VOCATIONAL PREPARATION REQUIREMENTS:**

- Computer literacy: MS Office including Excel, Word, Outlook; Database trainable
- Use of multi-function printer

**COGNITIVE & SENSORY REQUIREMENTS:**

- Interest and ability in problem solving
- Flexible/adaptable to changing conditions and needs
- Talking, hearing, sight: Required
- Tasting & Smelling: Not required

**SUMMARY OF OCCUPATIONAL EXPOSURES**

- Large number and variety of people
- Food / odors from kitchen
- Wi-fi, internet and technology

### PHYSICAL ACTIVITY REQUIREMENTS

- This job requires the ability to see, whether naturally or with vision correction tools (glasses, contacts).
- This job requires the ability to hear, whether naturally or with hearing correction tools (hearing aid) in order to communicate with co-worker/supervisors/customers.
- Must have the ability to be on your feet regularly and use hands, arms, and legs repeatedly on the job.
- Must learn to operate moveable partition panels.
- Must have the ability to lift and move boxes, folding chairs and tables, sometimes with a partner.

Primary Physical Requirements		Other Physical Requirements	
Lift up to 10 lbs.:	Performed frequently	Twisting:	Performed frequently
Lift 11 to 25 lbs.:	Performed frequently	Bending:	Performed frequently
Lift 26 to 50 lbs.:	Occasionally performed	Crawling:	Never performed
Lift over 50 lbs.:	Rarely or never performed	Squatting:	Performed frequently
		Kneeling:	Performed frequently
Carry up to 10 lbs.:	Performed frequently	Crouching:	Performed frequently
Carry 11 to 25 lbs.:	Performed frequently	Climbing:	Occasionally performed
Carry 25 to 50 lbs.:	Occasionally performed	Balancing:	Rarely performed
Carry over 50 lbs.:	Rarely or never performed	Work Surfaces	
		Standard desk and office chair. Ergonomic assessment and accommodations available. Most walking is on rugs, wood or linoleum surfaces and occasionally wet and/or slippery.  In Avg. 5 hour Day Employee is Required to:	
Reach above shoulder height:	Performed frequently		
Reach at shoulder height:	Performed frequently		
Reach below shoulder height:	Performed frequently	Sit	
		Consecutive Hrs.	2
Push/Pull:	Performed frequently	Total Hrs.	3.5
Hand Manipulation		Stand	
Grasping:	Performed frequently	Consecutive Hrs.	.5
Handling:	Performed frequently	Total Hrs.	1
Torquing:	Occasionally performed	Walk	
Fingering:	Occasionally performed	Consecutive Hrs.	.5
		Total Hrs.	.5

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.



**JOB DESCRIPTION – Effective Date:** September 2, 2022

**Position Title:** MSAC FEAST (Meals on Wheels) Senior Meals Program Manager

**Department:** Community Services

**Supervisor:** Senior Center Director

**FLSA Status:** Classified

**Grade #:** 6

**DISTINGUISHING FEATURES OF THE POSITION:**

The FEAST Senior Meals Program Manager provides comprehensive oversight, management and planning around the essential distribution of nutritious and delicious meals as well as social engagement to MSAC's older adult community members. The Program Manager is responsible for the smooth operation of a robust meal program that serves over 16,000 meals per year. Working in concert with the MSAC FEAST Kitchen staff and other MSAC staff, a wide range of volunteers, and a large community network and with oversight from MSAC's Director, the Program Manager organizes the regular delivery of Meals on Wheels, Curbside Meal Pickup, and Congregate meals (when not in a pandemic).

**ESSENTIAL JOB FUNCTIONS:**

1. **Primary Responsibility for Meals on Wheels Management**
  - a. Foster a strong relationship with the FEAST Kitchen Manager/Chef to plan for nutritious meals each week, help ensure orders are made to support the Kitchen
    - i. Assure monthly meal plan gets created
  - b. Meal Recipient Client Management
    - i. Conduct intake appointments with new recipients
    - ii. Manage VCIL clients and agreements
  - c. Route Management
    - i. Schedule all deliveries and optimize delivery routes
    - ii. Assign routes to volunteers
    - iii. Use our database and routing software to assist
    - iv. Ensure that holidays and special deliveries are handled appropriately
  - d. Volunteer Management
    - i. FEAST has many volunteers, kitchen assistance, and drivers. All need support through the following, run through this position:
      1. Background checks
      2. Training
      3. Scheduling
      4. Recruitment



e. Reporting Requirements

- i. Funding sources require data collection to support FEAST. Prepare reports of needed tracking deliverables, such as nutritional education requirements, and FEAST related data
- ii. Participate in CVCOA team calls as needed

f. FEAST Administrative Support

- i. Receive and respond to phone calls, emails, and other forms of received questions
- ii. Create FEAST related communications materials in concert with MSAC's Communications Coordinator
- iii. Track and maintain the FEAST related budget

2. **Primary Responsibility for FEAST Event Management**

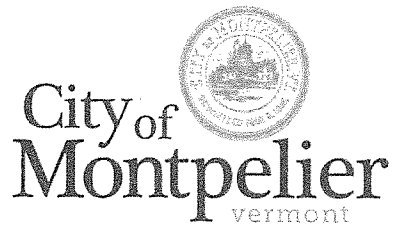
- a. Create plans, conduct outreach, and registration support for congregate events to support the FEAST program, such as
  - i. Congregate meals
  - ii. FEAST Farm Stand
  - iii. FEAST Farm events
  - iv. Fundraising events

**OTHER DUTIES:**

- 1. Working with the larger Community Services Team who support each other with a variety of administrative tasks, programming, communications and events
- 2. Supporting the organization's databases
- 3. Build relationships with area schools and organizations that work with students to foster more intergenerational collaboration; work in collaboration with the Department of Labor, A4TD, Hireability VT, and other agencies that place interns
- 4. Engage with the DAIL and VASCAMP teams as needed
- 5. Engage with the AAAs and CVCOA meal site teams
- 6. Other duties as assigned

**PHYSICAL ACTIVITY REQUIREMENTS:**

- 1. The position involves standing and walking for brief periods of time.
- 2. Predominately duties are performed from a seated position.
- 3. There is occasional eyestrain from reading detailed materials and computer screens.
- 4. Work may include pushing, pulling or carrying objects of up to approximately 50 pounds such as bags of food, kitchen supplies, files, documents, furniture and some equipment.



5. Work normally requires finger dexterity and eye-hand coordination to operate computer keyboard at a moderate skill level.

**Primary Physical Requirements**

**Lift up to 10 lbs:** Frequently performed

**Lift 11 to 25 lbs:** Frequently performed

**Other Physical Requirements**

**Twisting:** Frequently performed

**Bending:** Frequently performed



## Montpelier Senior Activity Center

58 Barre Street, Montpelier, VT 05602

*A Place for Healthy Aging and Lifelong Learning*

802.223.2518 | [msac@montpelier-vt.org](mailto:msac@montpelier-vt.org) | [montpelier-vt.org/msac](http://montpelier-vt.org/msac)

### **Job Description FEAST Senior Meals Program Kitchen Manager/Chef**

**Description:** The FEAST Senior Meals Program, a service of the Montpelier Senior Activity Center (a division of the Community Services Department of the City of Montpelier), provides daily (Monday-Friday) hot meal delivery to older adults age 60+ through a meals on wheels program, as well as twice-weekly in-person congregate meals. The Kitchen Manager/Chef position is a full-time position (30-35 hrs.) and includes working in a fast-paced, high-volume environment. You are responsible for ordering food, preparing, cooking, packaging and serving quality meals each day for fresh and frozen consumption. Annually we serve 16,500 meals. Preparing food should be done using standardized recipes that meet the federal nutrition guidelines stipulated by the Older Americans Act through our contract with the Central Vermont Council on Aging (CVCOA), who provides a third of our program's funding. Meals should be made using as many fresh and local products as possible while working within a budget and the food safety standards of Serve Safe, the Older Americans Act and the State of Vermont Food Safety Regulations.

**You are directly responsible for the daily operations of the kitchen which include:**

- staff relations, teamwork and volunteer management
- food ordering, maintaining food budget
- communicating with vendors including locally donated food providers that include farmers, businesses and individuals
- safe food-handling including temperature logs and implementation of a safety program
- preparing, cooking and packaging high-quality food
- cleaning and maintenance of kitchen and equipment

**Responsibilities include but are not limited to:**

- Create daily to-do list of items to be accomplished in the kitchen. Read and follow food recipes and/or production menu to ensure food quality and quantity. Taste prepared foods before serving them, read the menu, estimate food requirements, check production amounts. Must be able to do the necessary math.
- Prepare, cook, bake, package and oversee volunteers serving and delivering daily meals following the monthly menu and CVCOA guidelines.
- Support all kitchen volunteers (food preparation, assistant cooking, meal packaging, dish washing), and the FEAST Program Manager in any tasks needed for the efficient operation of the program while maintaining a supportive and positive work environment. Assist in training and reinforcing our regular procedures with volunteers and new staff (ex: proper techniques for washing dishes, food safety, safe preparation of food, etc.).
- Take care of leftovers and returned meals promptly to stay within food safety regulations.

- Maintain proper charts for food safety. Example: daily food temps, freezer/ cooler temps, sanitizer/wash bucket, and dish washer logs.
- Proper rotation of stock in all storage areas. Rotating all foods when orders arrive or putting away leftovers.
- Keep communication open with the FEAST Program Manager regarding successes and challenges in the kitchen, addressing areas that need attention and implementing volunteer development trainings.
- Responsible for ensuring kitchen functionality during vacations, sick days, or any other absence from the work area as needed.
- Stay current in food safety regulations and make them part of your daily routine.
- During normal work hours, assist in orientation for people who will rent the MSAC kitchen outside FEAST meal production hours.
- Optional: provide food-service related education to the general public through MSAC's programming

**Required Skills:**

- Strong communication, interpersonal and customer service skills
- Proven success as a food service industry manager.
- Strong organizational skills and attention to detail
- Strong time management skills with a proven ability to meet deadlines
- Strong training and supervisory skills with diverse populations and varying skill levels

**Preferred Abilities:**

- Ability to function well in a sometimes high-paced and stressful environment
- A passion for helping to meet the nutritional and social needs of the older adults and people with disabilities in our communities
- Ability to prepare food from scratch
- Ability to work in a hot and humid environment

**Education and experience:**

- High school diploma or equivalent
- Qualified training in working in a commercial kitchen
- Current ServSafe Certification or willingness to be certified



## Montpelier Senior Activity Center

58 Barre Street, Montpelier, VT 05602

*A Place for Healthy Aging and Lifelong Learning*

802.223.2518 | [msac@montpelier-vt.org](mailto:msac@montpelier-vt.org) | [montpelier-vt.org/msac](http://montpelier-vt.org/msac)

Your direct supervisor is the FEAST Senior Meals Program Manager at the Montpelier Senior Activity Center who relies on you to make sound decisions and professionally conduct yourself while maintaining a positive working environment in the kitchen.

Working conditions are in a State of VT licensed, modern commercial kitchen environment that is adequately lighted and vented. You will be required to perform the job duties with long periods of standing, walking, up and downstairs, bending, carrying, lifting supplies and equipment up to 50 pounds. Hours of kitchen operation are between 7am-3pm.

Signing this job description acknowledges you have read, understand, and agree to work within but not limited to this job description.

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Employee Signature

Date



## *America's Small Town Capital*

### **JOB DESCRIPTION – Effective Date: March 2022**

**Position Title:** FEAST Senior Meals Program Kitchen Assistant

**Department:** Community Services

**Supervisor:** FEAST Senior Meal Program Chef and the Senior Center Director

**FLSA Status:** Seasonal Worker

**Grade #:** N/A

### **DISTINGUISHING FEATURES OF THE POSITION:**

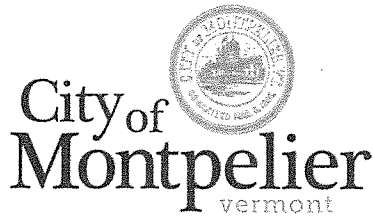
The FEAST Senior Meals Program, a service of the Montpelier Senior Activity Center (a division of the Community Services Department of the City of Montpelier) provides daily (Monday-Friday) hot meals to older adults age 60+ through our meals on wheels program, and twice-weekly curbside pickup lunches. Annually, we serve 16,500 meals.

The Kitchen Assistant position is a part-time, seasonal position for 20 hours or less a week and for 20 weeks or less and includes working in a fast-paced, high-volume environment. You will be responsible for preparing, cooking, packaging, and serving quality meals each day for fresh and frozen consumption. You will also be responsible for managing volunteers that serve in the kitchen and for maintaining food service facilities in a safe and sanitary condition.

### **ESSENTIAL JOB FUNCTIONS:**

You may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this position, but is intended to accurately reflect the principal job elements. They are as follows:

- Assist with preparation of items for service
  - Examples include but are not limited to preparation of raw ingredients, assembly times
- Adhere to pre-determined menus and standardized recipes
- Prepare, cook, bake, package, and oversee volunteers serving and assisting in the FEAST kitchen
- Properly clean and sanitize workstations, maintain clean and organized workstation
- Maintain open communication with the Chef and FEAST Program Manager regarding successes and challenges in the kitchen
- Assure proper food item portions are prepared and distributed according to program requirements
- Operate kitchen equipment including mixer, dishwasher, warmer, oven, steamer, and other equipment
- Clean and wash utensils and kitchen equipment to maintain sanitary conditions



## *America's Small Town Capital*

- Ability to fill in for other positions in case of coworker absence
- Ability to take initiative when necessary/suggest solutions to problems should they arise
- Assist of kitchen procedures as directed by manager. Report amount of leftover food storage or disposal of leftover food, emptying of trash barrels, sweeping/mopping the floor, cleaning and sanitizing of workstations/tables, and other related tasks as assigned
- Other related work as required

### **REQUIRED EXPERIENCE:**

1. High school diploma or equivalent
2. Current ServSafe or willingness to be certified
3. Experience working in a commercial kitchen preferred

### **PHYSICAL ACTIVITY REQUIREMENTS:**

1. The position involves standing and walking for elongated periods of time.
2. Predominately duties are performed from a standing position.
3. There is occasional eyestrain from reading detailed materials and computer screens.
4. Work may include pushing, pulling or carrying objects of up to approximately 50 pounds such as kitchen equipment, cleaning equipment, or prepared food.

### **Primary Physical Requirements**

**Lift up to 10 lbs:** Frequently performed

**Lift 11 to 25 lbs:** Occasionally performed

**Lift 16 to 50lbs:** Occasionally performed

### **Other Physical Requirements**

**Twisting:** Occasionally performed

**Bending:** Occasionally performed

## MONTPELIER RECREATION DEPARTMENT

Title: MAINTENANCE SUPERVISOR

### QUALIFICATIONS:

1. Considerable knowledge of horticultural subject especially sports turf care, and soil science. College horticultural degree preferred.
2. Ability to conduct and prioritize multiple projects both short and long term as well as the ability to meet numerous deadlines daily, over extended periods.
3. Basic knowledge of hydraulic systems as well as gas and diesel engines.
4. Ability to work with multiple parties with varying interest in order to achieve group goals.
5. Basic carpentry and plumbing skills.
6. Knowledge of sports turf equipment use and maintenance.
7. Maintains a Certification as a Certified Pool Operator.
8. Ability to read operating instructions and write reports.
9. Will hold a valid Vermont Diver's license.

### Terms of Employment:

- This position is full time consisting of 40 hours. Normal hours are 7:30 a.m. to 4:00 p.m., with occasional weekend and evening hours.
- Working conditions and Benefits as outlined in contract.

### Evaluation:

Performance of the job will be evaluated annually by the Director of Recreation.

### PERFORMANCE RESPONSIBILITIES:

1. Supervises and participates in necessary general repairs to facilities.
2. Supervision of Maintenance Assistant and seasonal staff.
3. Plan, implement, and oversee numerous maintenance projects.
4. Assist in remodeling and renovation of sports fields as necessary.
5. Supervises and maintains grounds care for the Recreation Department and School System including athletic field marking.
6. Supervises the maintenance of Recreation Department Buildings and outdoor facilities.
7. Requisitions and receives supplies and equipment, and maintains necessary inventories.
8. Assumes responsibility for the general security and fire safety of the buildings.
9. Performs emergency repair or cleaning services as necessary.
10. Reports immediately to the Director any damage to the Recreation Department property.
11. Conducts an on going program of general maintenance, upkeep, and repair of equipment.
12. Assumes responsibility for the safe condition of the swimming pool, and bathhouse.

13. Plows snow at Rec. Facilities, Senior Center Facility and salts/sands all Rec. and Senior Center parking lots and driveways.
14. Shovels snow from sidewalks and driveways from Rec. Buildings.
15. Plants grass seed, bulbs, tree seedlings, and shrubbery so that resulting growth will produce an attractive appearance.
16. Prunes trees, trims hedges, and mows the different areas of the department.
17. Perform other tasks as may be assigned by the Director of Recreation.

MONTPELIER RECREATION DEPARTMENT  
Title: MAINTENANCE ASSISTANT

QUALIFICATIONS:

1. Demonstrates aptitude for successful fulfillment of assigned performance and responsibilities.
2. Ability to read, write and follow written and oral instructions.
3. Will hold a valid Vermont driver's license.

Terms of Employment:

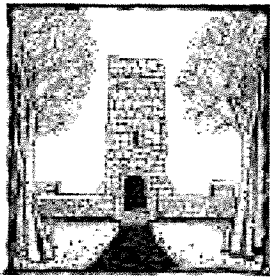
- This position is full time consisting of 40 hours. Normal hours are 7:30 a.m. to 4:00 p.m. April 16 through October 31, and 7:30 a.m. to 4:00 p.m. November 1 through April 15 with Saturdays during the winter Months and occasional evening hours.
- Working conditions and Benefits as outlined in contract.

EVALUATION:

Performance of this job will be evaluated by the Director of Recreation and Maintenance Supervisor.

PERFORMANCE RESPONSIBILITIES

1. Keeps buildings and premises, including steps, sidewalks, driveways, and flat areas neat and clean at all times.
2. Oversees seasonal maintenance staff when Maintenance Foreman is out.
3. Shovels and sands walks, driveways, parking areas and steps as appropriate.
4. Sweeps rooms daily and dust furniture weekly.
5. Cleans gym daily. (Dry Mop and Wash floor)
6. Scrubs, hoses down, and disinfects toilet floors daily, and cleans all sanitary fixtures and drinking fountains daily.
7. Washes all windows on both the inside and outside at least twice a year, and more often if necessary.
8. Performs such yard keeping chores as grass cutting, tree trimming, and the like, as necessary, to maintain all grounds that the Recreation Department is responsible for in a safe and attractive condition. Also maintains athletic field lines for practices and games.
9. Keeps all floors in a clean and attractive condition.
10. Makes minor building repairs and equipment repairs as needed.
11. Reports repairs and damage promptly.
12. Assumes responsibility for opening and closing building each working day and for determining, before leaving, that all doors and windows are secure, and all lights, except those left on for safety reasons, are turned off.
13. Moves all furniture or equipment as required for various activities as directed.
14. Complies with local laws and procedures for the storage and disposal of trash, rubbish and waste.
15. Performs such other duties as are assigned by the Maintenance Supervisor or Recreation Director.



## **Montpelier Parks**

39 Main St., City Hall  
Montpelier, VT 05602



### **Montpelier Parks and Trees Director Job Description**

#### **Reports To**

This position works under the supervision of the City Manager and the Montpelier Parks Commission.

#### **Job Overview**

The City of Montpelier's Parks and Trees Director (Director) works collaboratively with city departments, a board of five elected parks commissioners, the tree commission, and parks and trees staff to manage Montpelier's parks, trails, and shade trees lining city streets. The Director actively works with private landowners and partners to achieve the city's vision of a "hub and spoke" network of parks in which every family has access to parks within a 15-minute walk from their home. S/he supports city staff to ensure Montpelier benefits from mature trees along its streets and city properties.

The Director supervises parks staff to operate and maintain Montpelier's park system consisting of Blanchard Park, Elm Court Park, Hubbard Park, Mill Pond Park, North Branch River Park, Stonewall Meadows Park, Summer Street Park, and any other parks under the care of the city of Montpelier or the Montpelier Park Commission.

#### **Responsibilities and Duties**

- Outline the goals and objectives for the Parks and Trees Program in cooperation with the Parks Commission and Tree Board and prioritize activities in an annual work plan
- Oversee Parks and Trees staff to support them in the development and accomplishment of annual work plans
- Ensure all facilities are maintained by appropriate staff
- Create and maintain annual budget for both Parks and Trees Programs
- Secure funding through the City budgeting process, Office of Community Services, and by applying for public and private grants and donations
- Advise the Park Commission, Tree Board, and City Council in developing and fine-tuning park and tree related policies and ordinances
- Hiring, training, and supervision of all seasonal, part-time, and full-time Parks and Trees staff and interns

- Though the bulk of the director's work will be managerial and administrative, s/he may occasionally work in the field to help support parks or tree staff, often to ensure safety, provide oversight for an especially large volunteer group, or meet high level needs
- Directs construction and maintenance projects, such as trail work, road maintenance, lawns, grooming of trails in winter, painting, as well as tree care, tree planting and hazard removals
- Other related tasks as required

### **Desired Qualifications**

- College degree in Park Maintenance, Urban Forestry, or other related field or equivalent experience
- 3-5 years of experience in park operations, park maintenance, tree management programs, and related areas
- At least 3 years of experience in supervisory or management role
- Knowledge of principles and practices of park operations and maintenance
- Knowledge of supervisory principles and techniques
- Ability to communicate effectively
- Experience operating heavy equipment
- Grant writing experience and experience facilitating community service/support projects
- Ability to deal with the public and enforce park rules with strategic diplomacy
- Ability to direct construction and maintenance of trails and equipment
- Ability to inspect the parks for hazards and take proper actions to ensure safe use
- Ability to draft reports and proposals
- Ability to offer educational and interpretive experiences
- Knowledge of natural history
- Basic mechanical ability
- Knowledge of and ability to manage a tree inventory
- Ability to manage a city-wide Urban Forestry Program
- Experience supervising a Tree crew

### **Environmental Factors**

Duties are performed indoors and outdoors in all types of weather, and may require heavy lifting and the operation of heavy machinery. The position requires considerable public contact, occasionally under stressful conditions and may require occasional overtime hours during peak seasons. Park and tree management and care include responsibilities that also occur during weekends and evenings.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.

CITY OF MONTPELIER, VERMONT  
POSITION DESCRIPTION

POSITION: TREE WARDEN (Part time)  
CLASS: None

Nature of Work:

The Tree Warden is appointed by the City Manager and is responsible for all shade trees located in the City right-of-way. Other duties include maintaining an inventory of trees, planning the removal of dead or diseased trees, pruning, feeding and maintaining healthy trees. The Tree Warden is also responsible for the administration of the annual tree planting program.

Illustrative Examples of Work:

Responds to citizen requests to evaluate dead or dying trees within the right-of-way;

Annually reports to the City Manager regarding requested tree removals, care and planting budget and provides sufficient justification;

Reviews and recommends changes to the tree care program within the City of Montpelier as circumstances warrant;

Develops lists for tree planting/removal and other care and orchestrates implementation of the work;

Maintains an inventory on desired trees within the city's right-of-way areas where the city needs to encourage beautification;

Provides management for emergency disposal of trees which pose an imminent threat to life or property;

Recommends programs to enhance Montpelier as an urban forestry center, i.e., Tree City USA award program, subdivision requirements, etc.

Manages and recommends programs for care of downtown trees and vegetation;

Works with citizens to remove trees which are not in the City right-of-way, but which are a threat to public health and safety.

Position Description

Page 2

Desired Knowledge, Ability and Skills:

Interest in forestry management, especially urban forestry and gardening; education in both fields is desirable. Aptitude in working with the public in a responsive and effective manner is required. Organizational skills are important.

Desired Training and Experience:

Experience in forestry management, especially urban areas, is desirable. Needs to be flexible and handle citizen requests for information in a responsive manner.

RDC:gg

## Parks and Trees Supervisor Job Description

This position falls under the Parks & Trees division of the Community Services Division of the City of Montpelier. The employee in this position should expect to manage projects independently, write and speak on behalf of the department, supervise seasonal staff, volunteers, and Americorps members, and occasionally be called upon to fill in for the Parks Director.

The following is a list of duties taken on by the "Parks Supervisor." These duties fall under two major roles that this position inhabits. The first and most significant role is focused on the care, maintenance and development of the Montpelier Parks system (80%). The second role involves the care and maintenance of all the trees within the right of way in Montpelier (20%).

### ○ Lead Roles

- Recruiting Volunteers for park projects and events
- Event Planning, Fundraising, Operations and Volunteer Coordination (with Parks Director)
- Parks projects planning (With Parks Director and Crew Leader)
- Supervising volunteers, trainees, and seasonal staff
- Community Garden Liaison
- Tree planting planning and execution (with City Arborist)
- Collaborate with other community service departments (Rec, MSAC) to implement joint programming and events (with Parks Director)

### ○ Secondary/Support Roles

- Fundraising and Grant Writing
- Working with the Parks Commission, Tree Board, and Conservation to implement long term strategic goals.
- Maintenance of buildings and grounds
- Maintenance of Montpelier's Urban Forest and riparian areas

## Required Skills, Knowledge and Abilities

- Communicate effectively with the public and be a positive representative of the Parks and Trees Department and the City of Montpelier.
- Handle challenging situations tactfully and respectfully (rule enforcement, unruly behavior, vandalism, after hours activities).
- Serve as a teacher, role model and mentor for job trainees and volunteers
- Coordinate and lead large groups of volunteers
- Grant writing and fundraising
- Programming, with a focus on community involvement and affordability
- Able to operate a wide range of machinery including chainsaws, tractors, implements, trucks, snow plows, wood splitter, etc.

- Knowledge of trail maintenance, trail building and hand tool use.
- Willing and able to work outside in a wide variety of weather conditions.
- Able to lift heavy objects and generally in good physical shape.

### Environmental Factors

The position requires considerable public contact, occasionally under stressful conditions. Park management includes responsibilities that occasionally occur during weekends and evenings.

# **Cemetery Director**

## **Job Description**

### **SUMMARY**

Directs the administration of all Cemetery related activities and associated public grounds.

### **Distinguishing Characteristics**

This position is unique from other supervisory positions by its' requirement for specialized skills to maintain this cemetery in a professional manner. This is a working supervisory position, which will:

- Supervise all employees, volunteers, subcontractors and Funeral Directors
- Deal with patience and compassion various bereaved multicultural citizens under duress
- Deal with human remains of various stages of decomposition
- Work with the public including Funeral Directors
- Assure adherence to cemetery guidelines and State statues
- Develop Annual Budget including 5 year Equipment and Capital Plan
- Publicly promote our Cemetery including making public appearances
- Be on call 7 days a weeks 24 hrs
- Familiarity with funeral details and religious customs
- Staying current on State and Federal related Legislation
- Competently communicate in writing and speaking
- Need foresight and ingenuity to work with limited financial resources

### **Supervisory Relationships**

Will report monthly to the board of Cemetery Commissioners. Winter months could include plowing of public parking lots for the Dept. of Public Works. Supervises all employees, volunteers and subcontractors

### **Essential Job Functions**

- Supervision and maintenance of Green Mount Cemetery, Elm Street Cemetery and related City Green Spaces including related equipment, buildings and roads
- Planning, design and development of new sections
- Maintain and promote positive public relations
- Enforcement of all Cemetery Regulations
- Ensure 24 hour 7 day coverage of Cemetery Office
- Scheduling of daily activities to include: Grave preparation and finalization, Reinterments, Scheduling and preparation of monument foundations, repair and cleaning,
- Enforcement of all related Rules and Regulations relative to State, Federal, and OSHA requirements.
- Draft and submit recommendations for cemetery development
- Snow plowing and removal

- Planning/preparation of the Annual budget (including recommendations of future salaries), 5 year Equipment and Capital Improvement Plans, Requisition of all supplies, equipment and materials
- Oversee the recording and delivery of Cemetery deeds
- Maintain all cemetery records including Winter Vault records
- Research and Genealogy tasks
- Lead processions to burial sites and monitor all funeral activities
- Monitor all visitors' activities
- Answering phone calls and visitors' questions
- Perform other duties as required

### **Essential Job Skills and Abilities**

Knowledge of:

- Cemetery layout and design
- Horticulture as it pertains to public grounds
- Monument cleaning, setting and repair
- Landscape and Building Maintenance
- Basic Plumbing, carpentry and masonry
- Small Engine and Equipment repair
- Operation and maintenance of various landscape equipment such as trucks, tractors, backhoe, mini- excavator, trimmers, blowers.
- CDL is required
- OSHA and other regulations pertaining to Cemeteries
- State and Federal Laws pertaining to Cemeteries

Ability to:

- Stand, walk and bend for long periods of time
- Professionally and competently address the needs of bereaved visitors
- Operate 80lb jackhammers
- Shovel dirt over one's head from a 4 foot deep grave
- Perform activities outdoors in all weather conditions
- Attend Education Seminars throughout the year
- Perform overtime work on a on-call basis 7 days a week.
- Make public presentation pertaining to the Cemetery
- Work with various computer software including the internet

### **Minimum Qualifications**

- Bachelors Degree in Horticulture, Business or related field or comparable experience
- 5 years experience in the Construction/landscaping trade
- Effective written and verbal communication skills
- Ability to comfort multicultural individuals in grief
- Ability to learn new tasks

**This job description is intended to act as a guide to the general work performed within this position. draft 11-05-05**

## **Cemetery Light Equipment Operator**

### SUMMARY

Assists the Director in the work details of all Cemetery-related activities and associated public grounds.

### Distinguishing Characteristics

This position is unique from other working positions by its requirement for specialized skills to maintain this cemetery in a professional manner. This is a working position, which will:

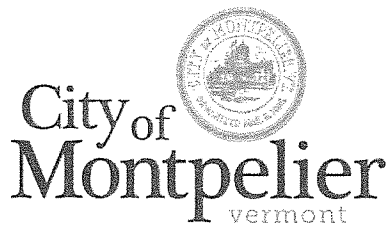
- At times assist in the supervision of all employees, volunteers, subcontractors and Funeral Directors;
- Deal with patience and compassion with various bereaved multicultural citizens under duress;
- Work in harmony alongside members of Correctional Work Crews;
- Deal with human remains of various stages of decomposition;
- Work with the public, including Funeral Directors;
- Assure adherence to cemetery guidelines and State statutes;
- Publicly promote our Cemetery;
- Have overtime responsibilities 7 days a week with short notice (less than 24 hours);
- Familiarity with funeral details and religious customs;
- Effectively communicate with the Director;
- Ability to comfort multicultural individuals in grief;
- Attend Education Seminars throughout the year;
- Ability to obtain CDL;
- Ability to properly use landscaping equipment, including tractor and Mini Excavator;
- Ability to work outdoors in all types of weather (heat and cold);
- Ability to work alone.

### Supervisory Relationships

Will report daily to the Director, who in turn reports to a five-member public Cemetery Commission. Winter months could include working for other City Departments. Assist in coordinating work of all employees, including Correctional work crews, volunteers and subcontractors.

### Essential Job Functions

- Assist in the maintenance of Green Mount Cemetery, Elm Street Cemetery and related City Green Spaces, including related equipment, buildings and roads;
- Daily work log recording;
- Daily contact with Correctional Work crews;
- Maintain and promote positive public relations;
- Assure enforcement of all Cemetery Regulations;
- May assist Director in the scheduling of daily activities to include: Grave preparation and finalization, re-interments, scheduling and preparation of monument foundations, repair and cleaning;
- Perform every and any duty related to mowing, landscaping, road work, building maintenance, foundation construction, monument cleaning and repair;
- Repair and Maintain all tools and machines in good working order;
- Compliance to all related Rules and Regulations relative to State, Federal, and OSHA requirements;
- Snow plowing and removal;
- May assist in the planning/preparation of the annual budget, i.e., road work, equipment needs, etc;
- Lead processions to burial sites and monitor all funeral activities;
- Monitor all visitors' activities;
- Answering phone calls and visitors' questions;
- Perform other duties as required.



## *Community Justice Center*

### **JOB DESCRIPTION**

**Position Title:** Community Justice Center Programs Coordinator/Case Manager

**Department:** Community Justice Center

**Supervisor:** Community Justice Center Director

**Job Type:** Unclassified

**FLSA Status:** Exempt

**Effective Date:** January 2016

### **DISTINGUISHING FEATURES OF THE POSITION**

The Montpelier Community Justice Center (CJC) creates and promotes opportunities for learning about, developing skills in, and participating in restorative justice programs and other problem solving processes that encourage feelings of fairness, safety, and inclusion. The CJC recruits and trains community volunteers to deliver restorative justice programs serving people affected by and responsible for criminal wrongdoing, from pre-charge to re-entry. It also provides readily available conflict management and dispute resolution assistance in response to actual or potential conflicts in the community.

The Programs Coordinator / Case Manager is responsible for all aspects of the day to day operation of the MCJC client-serving programs; provides mediation, facilitation, and conflict education services, as needed, and provides assistance to the Director, as requested.

### **ESSENTIAL JOB FUNCTIONS:**

The Programs Coordinator / Case Manager ensures that all clients receive the optimal restorative response to conflict and crime and works with the Director to promote the MCJC, create quality programs, and run an efficient organization. Specific responsibilities include:

#### **Case Management**

- Track and manage cases
  1. Receive referrals
  2. Conduct initial interviews with all parties
  3. Research and gather pertinent case information

- Match cases with an appropriate restorative justice intervention.
  1. Create and distribute case information packets for Restorative Justice Panel volunteers.
  2. Schedule and staff Restorative Justice Panel and Restorative Conference meetings
  3. Manage victim liaison activity
- Provide case updates to referral agents
- Provide case management and follow through services
- Act as back up for Reentry Specialist staffing COSA meetings, gathering provisions for newly released reentry core members, engaging with core members who visit office for support.

#### Volunteer oversight

- Recruit, train, and supervise/support volunteer restorative justice service providers and volunteer office workers
- Respond appropriately to volunteer questions and concerns about process/procedures; encourage continuous learning/skills building
- Provide timely, restorative feedback to volunteers

#### Program data maintenance

- Collect and enter data about cases, volunteer training and hours, people served, staff training
- Write quarterly and annual reports

#### Assistance to the Director

- Schedule and organize meetings
- Write program protocols
- Educate the community about the MCJC and its programs
- Collaborate and communicate with program partners
- Monitor program activities to achieve desired outcomes
- Create marketing and program materials for MCJC programs
- Monitor web site and update as needed

#### Other Duties

- Provide direct service mediation and facilitation services, as needed
- Assist with trainings, community forums, etc.

#### ENVIRONMENT:

Work is performed in a typical office setting with considerable contact with people who have offended, people who have been victims of crime, people in conflict, volunteers, and people from state agencies and community organizations. This work requires communication by telephone and in person with many people who are emotionally upset, confused, and/or defensive and

with some who have a history of being violent. Work regularly happens outside of the office in other locations, mostly local, though with some occasional in-state travel required. This job requires a flexible schedule and evening meetings.

**EQUIPMENT USED:**

Work is performed on typical office equipment. A valid driver's license and car is required.

**REQUIRED INTERPERSONAL SKILLS:**

The Programs Coordinator / Case Manager:

- believes in and values a restorative response to crime and conflict
- is sensitive to community values regarding crime
- explains information in a straightforward manner and varies language and communication style to meet the needs of the recipient
- remains calm in the presence of strong emotions from others while creating an atmosphere for problem solving
- is discreet and maintains confidentiality regarding people and situations
- is non-judgmental and tolerant of diverse opinions and lifestyles
- is a skilled mediator who maintains neutrality in working with people to manage conflict
- is a self-starter who is highly skilled at organizing work, keeping track of details, and following through all work to completion
- communicates skillfully on the phone, in person, and in writing
- is professional in demeanor and appearance
- has a sense of humor

**QUALIFICATIONS**

- Bachelor's degree (preferred in social sciences or education) or equivalent in combination of college education and experience.
- Mediation training consistent with professional standards for practicing mediators
- Some knowledge of and experience with restorative justice, dynamics of offending, corrections system, criminal justice system, process of change, and/or social work.
- Preferred to have had experience with volunteerism (serving as a volunteer, recruiting or managing volunteers, etc.)
- Must pass a criminal background check to the satisfaction of the Vermont Department of Corrections

<p>Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.</p>
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