



## City of Central Falls Job Posting

**LOCATION:** Central Falls City Hall  
580 Broad Street, Central Falls, Rhode Island 02863

**POSITION TITLE:** Summer Food Service Program Coordinator

**DEPARTMENT:** Parks & Recreation Department

**SALARY:** \$16.00hr

**POSITION TYPE:** Part-time

### **POSITION DESCRIPTION SUMMARY**

Summer Food Service Program Workers conduct, plan, and administer the Central Falls Summer Food Service Program. This program is supported by the USDA's summer meals initiative and is designed to provide free daily programming for youth in Central Falls.

Our city runs a summer weekday program, funded through the USDA Summer Food Program that provides free meals to all youth in our city. We also provide structured activities including sports, arts and crafts, and field trips to local museums, fun parks, lakes, and plays. We have two open sites, located in historic Jenks Park, which is structured similar to a summer camp, and at Francis Corrigan Sport Complex, which is a teen, sport-focused site. The program runs from 9:00am-3:00pm, Monday-Friday, with additional available hours on the weekends.

### **DUTIES AND RESPONSIBILITIES**

- Prepare city parks for the day's activities
- Distribute meals during breakfast and lunch periods, overseeing program activities for the children, and chaperoning on field trips
- Work with youth and community service volunteers, as directed by the Parks and Recreation Director

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION AND EXPERIENCE REQUIRED**

- Must be at least 18 years old
- High school diploma or GED required
- Ability to pass a background (BCI) check
- Ability to work in all types of weather, lift heavy loads, and walk long distances

## **PREFERENCE IN HIRING WILL BE GIVEN TO:**

- City of Central Falls Residents
- Bilingual applicants who can demonstrate fluency in a second language as spoken by at least 10% of Central Falls City residents, as determined by the United States Census Bureau; and
- Military members/veterans

## **LANGUAGE SKILLS**

Ability to read, analyze and interpret complex materials. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from a wide variety of municipal officials, businesses, and the general public. *Fluency in a second language spoken by a sizeable portion of the city, such as Spanish or Portuguese, strongly preferred.*

## **REASONING ABILITY**

Ability to organize time, work independently, and accomplish tasks despite frequent interruptions; ability to maintain detailed statistics and records; ability to deal effectively and tactfully with the public and all municipal officials; ability to maintain confidential information; ability to compose correspondence and to prepare, type, and proofread reports as to form and logic flow; ability to communicate effectively.

## **PHYSICAL DEMANDS**

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

## **EQUAL OPPORTUNITY EMPLOYER**

Central Falls is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation. Read the City's full nondiscrimination policy here: <http://www.centralfallsri.us/nondiscrimination>

**START DATE:** (week of) June 28<sup>th</sup>, 2021/Mandatory training (limited hours)

July 6<sup>th</sup>, 2021/program begins

## **APPLICATION INSTRUCTIONS**

Application and resume can be submitted through the following:

- In person or by mail to 580 Broad Street, Central Falls, RI 02863 Attn: Human Resources Department
- Email: [ldias@centralfallsri.us](mailto:ldias@centralfallsri.us).

Applications can be found on our website at [www.centralfallsri.us](http://www.centralfallsri.us) under Human Resources/Employment.

Closing Date for applications: June 13<sup>th</sup>, 2021 @ 12:00 am