

City of Watertown  
***Watertown Parks and Recreation Department***

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November 15, 2022

**TO:** Finance Committee

**FROM:** Kristine Butteris, Director of Parks, Recreation, & Forestry

**RE:** Advertising for Programming Event Coordinator

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The Parks, Recreation, & Forestry Commission has agreed to start advertising and the hiring process for the Bentzin Family Town Square Programming Event Coordinator position:

- The Parks, Recreation & Forestry department would like to move forward with the advertising and hiring of this position
- This position will need time to start the calendar of events for the town square.
- We would like the position to be hire at the beginning of the year to allow for community connections to be made.
- This position also needs time to meet with different organizations to understand the different needs and goals of the community.
- This position will also be assisting with programming as we do not have a recreation programmer, so our programs are currently ran by volunteers or seasonal staff.

We would like this to be hired on early in the year to allow the position time to become familiar with the area and learn the position before the start of the summer season.