

DIRECTOR OF RECREATION & LEISURE SERVICES

Position Purpose:

The purposes of this position are to plan, organize, and supervise a comprehensive public recreation program for the community including special programs and activities, and varied seasonal indoor and outdoor activities and programs for all ages. This position also evaluates the needs of the various populations it serves and seeks out new ideas and methods to provide the appropriate services. This position also handles the administrative aspects of the office.

Supervision:

Supervision Scope: Performs a wide variety of special professional and administrative responsibilities requiring an extensive knowledge of recreation and leisure programs.

Supervision Received: Works under the general direction of the Town Manager; refers only unusual situations to his/her supervisor.

Supervision Given: Supervises part-time staff including: Office Assistant, Summer Day Camp Director, Summer Day Camp Counselors, Summer Waterfront Director, Soccer and Basketball Coordinators as needed, Soccer & Basketball Coaches. Frequently provides general objectives and initial and detailed instructions. Will follow up with employees as necessary.

Job Environment:

Administrative work is performed in a moderately noisy office. Frequently required to perform inspections outdoors and indoor recreation programs under possible adverse weather conditions, including extreme hot and cold. Frequently driving to recreational facilities.

Requires the operation of an automobile, small tools, telephones, computers, copiers, facsimile machines, and other standard office equipment.

Makes frequent contact with other municipal departments such as public works and finance, the general public, schools, bus companies, other recreation departments and facilities, volunteers, Parks & Recreation Board; communication is frequently in person, by telephone, e-mail and in writing.

Errors in judgment or omissions could result in delays in service, monetary loss and/or rework, and personal injury to participants.

Essential Job Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Plans, organizes, and directs policies, operations and activities in the department.

Evaluates present programs and activities, evaluates recreational needs and requests for new recreation facilities, programs or activities, and develops short term and long range planning for such programs determined to be feasible. Determines and recommends priorities for physical repairs or maintenance.

Oversees the operation of indoor and outdoor recreation programs and facilities including the scheduling of events and activities; determines and recommends priorities for repairs and maintenance, scheduling monitors and referees; coordinating with committees; accepting registrations; training coaches; distributing equipment and uniforms.

Reviews and approves or develops as warranted, operating procedures for the use of outdoor swimming facilities, athletic fields, recreation facilities, all recreational programming and activities. Projects the ability for programs to generate self-supporting revenue

Administers personnel policies for the department and coordinates the interviewing and hiring, training and evaluation of seasonal employees. Contract with program instructors and /or entertainers as needed for youth and adult programs and performances.

Coordinates and performs work in the registering of program participants including the collection of program fees.

Coordinates recreation department activities, events, and programs with park maintenance, other Town departments, and independent agents or agencies as warranted.

Prepares and distributes news releases, brochures and other informational material about department programs and activities.

Receives and investigates complaints and takes necessary action as warranted.

Prepares grant request for intergovernmental assistance.

Prepares specifications and orders equipment, materials and supplies for various programs.

Provides staff assistance to the advisory Parks and Recreation Board.

Prepares and presents statistical and narrative reports and provides consultation, advice and assistance as requested to Town staff and officials on issues or matters relating to recreation and parks.

Supervises, trains, counsels and evaluates employees. Under direction of Town Manager assists with personnel functions for department. Assures safe working conditions for employees through training manuals and programs as required by State and Federal Agencies.

Prepares and administers annual operating budget for the department. Develop budgets for each program and track fees. Prepares deposits from registration fees for Collector of Revenue.

Other Functions:

Attends professional association meetings.

Performs related work as required.

Minimum Required Qualifications:

Education, Training and Experience:

The qualifications required would generally be acquired with a Bachelor's Degree in Recreation or some closely related field and 2 years of responsible Recreation Department service experience. A Master's Degree in recreation or related field may be substituted for two years work experience in the recreation field; OR an equivalent combination of education, work experience and training.

Special Requirements:

Valid Motor Vehicle Operator's License.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of the principles and practices of recreation programming, municipal recreation administration, and knowledge of parks administration and maintenance. Knowledge of arts, crafts, aquatics, and other sports and social activities as are usual in a public recreation program. Knowledge of and ability to coordinate the programming, operation and the request for maintenance of indoor and outdoor facilities. Knowledge of social trends and indicators and their impact on recreational policy. Knowledge of Computer applications appropriate for office.

Ability: Ability to develop short term and long range comprehensive plans for programs and activities, and to implement and evaluate such programs and activities. Ability to deal effectively with town staff and officials, the public and the media. Ability to handle multiple projects and programs at one time. Ability to assign, train, and supervise program, volunteer and clerical staff. Ability to prepare and administer an operating budget for the department. Ability to prepare and present grant and narrative reports in oral and written form.

Skill: Excellent verbal and written communication skills; aptitude for working with people; aptitude for working with paperwork and details. Skill in using the above mentioned office equipment. Skills associated with the supervision and training of staff.

Physical and Mental Requirements:

The work requires intellectual abilities and a variety of physical capabilities. While performing the duties of this job, the employee is frequently required to sit, stand, walk, and talk or hear; occasionally requires use hands to finger or handle objects; and reach with hands and arms. Employee occasionally must be able to kneel. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision color, peripheral and distance vision. This position requires the ability to operate a keyboard and calculator. The employee must be able to hear normal sounds, distinguish sound as voice patterns and communicate through human speech.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)