

Recreation Director Vacancy

The Town of Waterboro is hiring a new Recreation Director. The Recreation Director is responsible for planning, organizing, and administration of the Town's recreation programs.

The Recreation Director supervises staff and volunteers in accordance with the Town's policies and applicable laws, as well as works closely with DPW Director and staff, as needed, with park maintenance. Responsibilities include interviewing, hiring, and training employees, planning, assigning, and directing work, appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems. The Director also maintains a good partnership with RSU #57 leaders for occasional use of facilities for recreation programs and community events throughout the year.

The position is exempt, salaried, 40 hours per week and based out of Waterboro Town Hall. This position offers a competitive salary (high \$40's to start), health insurance (three plan options), dental and life insurance, vacation, sick, 457 or Maine PERS retirement contributions, mileage and cell phone reimbursement and 12 holidays. Other benefits that are available at employee expense include disability insurance, vision care and health insurance for spouse and family.

For a more complete job description, please find it on our website at www.waterboro-me.gov. We prefer applications electronically via email but hard copy applications will also be accepted. The deadline for applications is noon November 21, 2017. Applications should be in MS Word and consist of a separate cover letter and separate resume with at least three professional references and sent to Town Administrator Gary Lamb at administrator@waterboro-me.gov. Hard copy applications can be sent to the Town Administrator at 24 Townhouse Road, East Waterboro, ME 04030. FMI please call Gary Lamb at 247-6166, Ext. 100.