

Town of Waterboro Position Description

Position Title: **Recreation Director**

Date: October 2017

Reports To: Town Administrator

GENERAL SUMMARY:

Under the supervision and administration of the Town Administrator and the advisement of the Recreation Committee, the Director is responsible for planning, organizing, and administration of the Town's recreation programs.

ESSENTIAL JOB FUNCTIONS:*

- Promotes and maintains responsive community relations through courteous and prompt customer relations and services.
- Studies local conditions and develops and recommends immediate and long-range plans to meet recreational needs of all age groups; plans and schedules year-round activities and events.
- Prepares budget and directs expenditures of department funds and keeping of department records.
- Prepares oral and written reports for the Town Selectmen and Recreation Committee.
- Manages summer camp (July and August), before and after school Funergy program (6am - 6pm during school year), basketball November thru March with some Saturday time, senior cribbage Saturday mornings
- Ensures established safety and security rules and regulations are followed.
- Maintains inventory of public recreation equipment and property.
- Assists DPW in the management of public recreation lands and property, evaluates effectiveness of recreation areas, facilities, and services; monitors program needs.
- Selects, develops, and supervises paid staff and volunteers.
- Interprets recreation program to public and maintains cooperative planning and working relationships with allied public and voluntary agencies.
- Responds to citizen inquiries, questions, and complaints.
- Researches and writes grants.

OTHER DUTIES AND RESPONSIBILITIES: May chaperone department related day and/or evening trips. Maintains current knowledge of trends and practices in the parks and recreation field through peer association, attendance at seminars, study, and review of literature. Performs other related duties as required.

SKILLS/EXPERIENCE/TRAINING REQUIRED:

- Duties require knowledge of public recreation administration and experience equivalent to completion of an Associate's degree and one to three years of related experience, or extensive recreation supervisory and management experience.
- Thorough knowledge of the technical aspects of the various programs associated with the Department.
- Knowledge and experience with modern recreation practices, procedures, and equipment.
- Knowledge and experience with the principles of financial and personnel management.
- Ability to recognize Town-wide priorities and work cooperatively to support their accomplishment.
- Ability to conceptualize and operationalize goals and objectives for the Department.
- Leadership, planning, management, and organizational skills.
- Knowledge of statutes, bylaws, regulations, codes, policies, and procedures relevant to the Department.
- Knowledge and experience with recreation summer camps.
- Ability to plan, organize, direct, coordinate, and evaluate work of employees completing programs of the Department.

- Ability to communicate effectively both verbally and in writing, and to make effective public presentations.

SUPERVISORY RESPONSIBILITY:

Supervises recreation programs, staff and volunteers. Works closely with DPW Director and staff as DPW recently assumed majority of park maintenance and construction projects. Carries out supervisory responsibilities in accordance with the Town's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

WORKING CONDITIONS/PHYSICAL DEMANDS:

May spend periods at computer terminal, on telephone, or operating other office machines, requiring eye-hand coordination and finger dexterity.

May require lifting program equipment and supplies.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. 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.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.