

RECREATION DIRECTOR

Characteristics of the Class, General Nature of Work:

This is a responsible working supervisory position involving the management of the Town's Recreation Department. Individuals in this classification must be able to effectively plan, organize, and direct Recreation Department operations and employees in the performance of a variety of recreational and program areas.

The Recreation Director is the chief administrative office of the Department and exercises authority in all matters of policy, operations, and discipline.

Supervision and Performance:

Employees in this classification work under the general supervision of the Town Manager with performance being evaluated on results achieved.

Examples of Work:

The following examples are illustrative of the duties assigned to positions of this class. No attempt has been made to be exhaustive in this listing.

- Develops and implements town recreational programs for youth and adults during all seasons of the year.
- Coordinates and is responsible for operations and staffing of all programs including but not limited to the summer swimming and pool recreation program, summer day camp program, winter adult sports program, winter skating program, as well as other recreation programs.
- Hires and supervises staff for all program venues. Responsible for all personnel actions pertinent to employees.
- Coordinates training for paid and volunteer staff.
- Plans and coordinates programs in conjunction with other town recreational or education activities. These include but are not limited to schools, Chandler Center for the Arts, Senior Citizens Center, Hospital, Kimball Library, etc.
- Develops and implements a broad variety of recreational and cultural programs for community that includes, for example, creative education and craft programs, bus tours, expanded adult sports and other programs.
- Develops a preventive maintenance and repair program for recreational buildings and facilities. These include but are not limited to pool, activities and other buildings, ice rink, skate board park, playgrounds and parking areas, park grounds, gazebo, etc. as well as mowers, etc.
- In coordination with the Facilities Manager, develops and implements annual operations budget. Makes recommendations for recreational facilities improvements in the capital program.
- Plans program initiatives with focus on cost containment and break even or profit analysis.
- Coordinates with state and regional associations for recreational program ideas, improvements, grants, etc.
- Performs other duties as assigned in support of recreation or other town departments
- Create program literature, advertising, and social media presence

Required Knowledge, Skills, and Abilities

- Considerable knowledge of recreation program administration and program management. Knowledge of facilities maintenance practices.
- Considerable knowledge of American Red Cross pool operations and lifesaving procedures
- Considerable ability to independently analyze problems and utilize problem-solving techniques, deal with multiple tasks, and respond to the public.

Training and Experience

The following standards express the minimum background of training and experience desirable as evidence of an applicant's ability to qualify for positions of this class. Other training or experience, if evaluated as equivalent, may qualify the applicant for the position.

- Degree in recreation program area or other similar field.
- Three (3) years experience in recreational field. Advanced degree may be substituted.
- Possession of current valid Vermont driver's license.

Physical Abilities

Must be able to

- Lift 50 pounds
- Stoop, kneel, crawl, walk, and stand
- Reach, lift, and use hands and fingers
- Differentiate colors
- Talk and hear
- Read and interpret technical manuals

Work Environment

Loud noise occasionally; indoor and out door work in all weather and all seasons, both heat and cold

This is an exempt position.