



TOWN OF RANDOLPH, VERMONT

Recreation Director Job Description

Objective/Purpose

The Recreation Director is responsible and accountable for the ongoing planning, development, facilitation, and evaluation of, where required, all sport and recreation programs for all ages and abilities.

The Department operates and maintains an outdoor pool, an outdoor ice rink, and youth sports programs. The Director will work in cooperation with community groups, organizations, and schools according to the Town's needs and municipal policy to ensure that a wide range of sport, social, and recreational programs are provided. The Director will promote programs, seek out activity volunteers and leaders, and may occasionally provide assistance to community-initiated programs.

Supervision and Performance

The Recreation Director works under the direction of the Town Manager.

Duties and Responsibilities

- Develop, coordinate, promote, and evaluate recreational programs for all ages and abilities.
- Ensure opportunities for a variety of safe, accessible, and appropriate recreational activities to occur in the recreational facilities within the Towns with no or very limited barriers (accessibility, financial, demographical etc.).
- Oversee operation of the Town Ice Rink and Town Pool, including staff at both locations.
- Supervise, coordinate, train, and evaluate the work performances of personnel that includes; Coordinator, seasonal staff, and recreation volunteers.
- Establish and maintain appropriate public relations in the community.
- Respond to community needs and public inquiries/complaints as they relate to recreation programming.
- Update and maintain all/any recreation programs, sections of the Town website, and social media information.
- Promote and publicize all recreation/leisure programs/services through the incorporation of media sources, and direct customer/community contact.
- Manage rental/use of recreational facilities.

- Coordinate community recreation resources and encourage communication and cooperation among partners involved in the provision of recreational and cultural services to avoid duplication of efforts and better meet community needs.
- Prepare and manage the recreation budget, which includes youth sports, parks maintenance, pool and ice rink operations, and numerous recreation programs.
- Negotiate contracts for outside services associated with summer camps and recreation programs.
- Work with Town staff and within Town policy to seek and secure grant funding.
- Develop and maintain a complete inventory of recreation resources within the municipality
- Staff Recreation Advisory Committee meetings, if the committee is active.
- Perform other duties as required or assigned.

Required Knowledge, Skills, and Abilities

- Experience in staff/volunteer supervision.
- Working knowledge of current recreation trends.
- Proficiency in report writing, budget management, time management, defining goals and objectives, and priority setting.
- Strong communication skills, both verbal and written, and ability to appropriately deal with a number of different target populations.
- Experience with or the capability to manage recreation program design, development, implementation, and evaluation.
- Diplomacy, and the ability to successfully interface with the community, staff, and consultants.
- Experience with and understanding of effective advertising and promotional techniques.
- Ability to pass a background check.
- Valid driver's license and access to personal vehicle.

Training, and Experience

The following standards express the minimum training and experience background for this position:

- Three to five years of parks and recreation management experience in a municipal or similar setting.
- Bachelor's degree in a recreation-related area of study or equivalent combination of education, training, and/or experience.
- Experience with office-oriented software and applications.
- Municipal experience is preferred.