

Position Title: Recreation Director

Statement of Duties

Position provides professional management and administrative work in preparing, coordinating, and implementing an overall community recreation program for the Town of Rindge. Work includes recruiting, training, and supervising staff and volunteers; developing and administering budget, seeking out other sources of funding for programs; maintaining records; performing public relations functions for the department; and managing recreation facilities. Position also interacts with department heads and other Town departments on a regular basis and serves on the Town Emergency Operations Planning and Safety Committees.

Supervision

Employee works under the administrative direction of the Town Administrator, working from municipal policies and procedures. Employee establishes long and short-range plans and objectives, personal performance standards and assumes direct accountability for department results. Employee consults with supervisor only where clarification, interpretation, or exception to municipal policy may be required. Employee exercises control in the development of departmental policies, goals, objectives and budgets, and is expected to resolve all conflicts that arise and coordinate with others as necessary.

Employee has access to confidential personnel files, lawsuits, criminal investigations and records, and client records of the department.

Position is responsible for providing departmental supervision of part-time and seasonal employees, and is responsible for the sourcing, selection, discipline, training, and evaluation of employees and volunteers. Employee makes recommendation to Board of Selectmen for hiring and firing of staff. Employees may be located in separate locations. Workload is subject to seasonal fluctuations that can usually be planned for in advance. Employee is required to work outside of normal business hours and/or at night at least one day or several days per week, may work weekends, and be contacted at home to respond to important situations.

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Job Environment

Work is performed within the guidelines of administrative policies, general principals, and directives that pertain to recreational program administration. Employee uses extensive judgment and ingenuity to develop new, or adapt existing, methods and approaches for accomplishing objectives. Employee is recognized as the department's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies. Work consists of employing many different concepts, theories, principles, techniques and practices relating to recreational program administration. Assignments typically concern such matters as studying trends in the field for application to the work, assessing services and recommending improvements, planning long range projects, devising new techniques for application to the work, and recommending policies, standards or criteria.

Errors could result in personal injury/loss, delay or loss of service, monetary loss, injury to other employees, damage to buildings and equipment and/or legal repercussions.

The position has constant contact with the public, in person, in writing and on the telephone, regarding recreational programs and activities. The position has daily contact with other town departments, school department, and independent contractors. The purpose for contact is to coordinate with others to initiate implement and promote quality cost-effective recreational, cultural and educational programs for residents of all ages. Contacts are made in person, on the telephone, via e-mail, web site, or in writing.

Position Functions

The essential functions or duties listed below are intended only as illustration 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 work is similar, related, or a logical assignment to the position.

Essential Functions

Comprehensive Recreation Program

- Responsible for developing, implementing and evaluating a comprehensive recreational program for the community at large

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- Develop programs based on input from the community, Recreation Committee and trends in recreation programming
- Develop an annual recreation plan for the town
- Review and evaluate programs annually for feasibility
- Occasionally assist volunteers in field/program set-up, coaching and clean-up

Staff and Volunteer Management

- Oversee the sourcing and selection of individuals to lead/coach activities, coordinate after school and summer programs, special events etc.
- Interview candidates, coordinate background checks, negotiate salaries, etc. as required.
- Supervise and evaluate staff and volunteers as outlined in Town Policy Manual. Review, and approve timecards and submit them on time. Conduct performance evaluations for employees as outlined in town policy manual.
- Provide training/orientation to staff and volunteers on applicable Town and department policies and procedures.
- Attend programs, events, recognition and award programs, etc, as scheduling permits.

Facilities Management

- Ensure that facilities are open, clean and in good working order for all scheduled programs and events
- Oversee maintenance of building, fields, equipment and vehicles
- Oversee staffing and operation of Recreation Center/Emergency Shelter during emergencies

Communication

- Develop/review/approve announcements, publicity, email communications, department webpage updates, etc, prior to distribution
- Respond promptly and professionally to concerns, complaints, inquiries, suggestions etc.
- Attend weekly department head meetings and committee/board meetings as requested

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Financial Management

- Responsible for managing the department budget and providing updates to town administrator, BOS, BAC, CIP as requested.
- Review and authorize all department and program purchases
- Actively seek and acquire funding through grants, fundraising, etc

Professional Development

Stay abreast of trends in recreation programming. Attend/seek trainings/conferences to support the ability to develop and deliver program offerings that target the range of ages, abilities and interests present in the community.

Physical and Mental Requirements

Employee works in a loud recreational facility, and is exposed to outdoor weather conditions up to 2/3rd of the time; high places, toxic or caustic chemicals, fumes or airborne particles, irate individuals and blood borne pathogens up to 1/3rd of the time. Employee is required to stand, walk, sit, talk, listen, use hands, climb, balance, reach with hands and arms, stoop, kneel, crouch, crawl, and taste or smell up to 2/3rd of the time. Employee occasionally lifts up to 30 lbs. Normal vision is required for the position. Equipment operated includes light truck, automobile, medical equipment, power tools, hand tools, office machines, computers, and field equipment.

Education and Experience

A candidate for this position should have a Bachelor's Degree in Recreation, Physical Education, or related field and experience working with children at varying levels of need and ability in a recreational setting; three to five (3-5) years of experience in supervisory and administrative experience, fields and grounds maintenance, including at least two (2) years in a supervisory capacity; or an equivalent combination of education and experience.

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Special Requirements

A candidate for this position should be certified or become certified during the first year of employment, in the following areas: C.P.R. and First Aid administration, National Parks and Recreation Professional, lifeguard, and possess a valid driver's license required. A Class B, CDL with passenger endorsement license must be obtained within 4 months of hire date.

Knowledge, Skills and Abilities

A candidate for this position should have knowledge of the following:

- Recreation program administration principles and procedures
- Facility and equipment maintenance
- Human behavior and group dynamics

Skill in:

- Computer programs and applications
- Organization, communication, and motivation
- Physical education/sports
- Customer service and public relations
- Fundraising, grant writing, and budget administration
- Programming for all age groups
- Written and verbal communication
- Supervising and motivating others
- Attention to detail

And ability to:

- Perform and instruct physical activities
- Perform multiple tasks
- Deal with people from a variety of backgrounds in a tactful manner
- Find common ground with constituencies of varied interests
- Deal effectively with conflict and criticism

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