

**Position Description:**

Class Title	Recreation Director
Department	Administration
Division	Recreation
Date	October 3, 2016

**General Purpose:**

Performs a variety of complex professional and administrative work in planning, developing, scheduling, directing and implementing a year-round, town-wide parks and recreation programs and events.

**Supervision Received:**

Works under the broad policy guidance and direction of the Town Administrator.

**Supervision Exercised:**

Exercises administrative direction over the Assistant Recreation Director, Office Manager, Sunrise Sunset Director, and other Part-time positions, programmers and administrative staff, contracted or seasonal personnel either by direction or through subordinate supervisors.

**Essential Duties and Responsibilities:**

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

**Recreation Program / Event Management**

1. Develop, coordinates, and implements a broad and diversified program of recreational activities and services to meet the needs of the public;
2. Evaluates programs in terms of participant satisfaction and budgetary, facilities, and staff needs and effectiveness;
3. Studies conditions, needs, and trends affecting the parks and recreation requirements of the Town;
4. Develops short and long range plans to meet community need for recreation space, facilities, personnel, and programs and events;

**Budget Management**

1. Prepares and administers the department's budget. This includes managing both the town's recreation general fund and the revolving fund; ensuring processes are in place and assigned areas of responsibility are performed within budget; this includes: cost control activities, monitors revenues/expenditures; prepares annual budget for town; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and labor/time;
2. Prepares cost estimates to plan additions and/or recommend improvements in the park facilities; oversees construction projects and park improvement and additions, via the CIP (Capital Improvement Plan) and/or other funded sources; i.e. grants, sponsorships, in-kind donations, etc...
3. Investigates and applies for additional grant funds for parks and recreation programs;
4. Engaging in fund raising activities and solicitation of sponsorships as needed or required;

**Marketing & Communication Management**

1. Develops and implements a Marketing Plan which promotes the department's programs/events via current methods of marketing: i.e. website, social media, the press, mailings, posters, flyers, etc...
2. Acts a year – round spokesperson on behalf of the Recreation Department and addresses the public and civic organizations, to inform the public and community on issues and concerns related to town recreation;
3. Communicates official plans, policies and procedures to staff and the general public;

**Personnel, Policies, Procedures Management**

1. Develops and implements policies, procedures and standards for efficient and effective operation and maintenance of department operations; Including overseeing the recruitment, training, and supervision of staff and volunteers to assure compliance with established policies and procedures;
2. Administers under the town's adopted personal policies and uses current employee practices in regards to general Human Resources principles and laws;

### **Facility & Equipment Management**

1. Manages and supervises conditions of parks and facilities. This includes the management of league schedules, the rental and the reservation of activity areas and ensures that facilities and equipment; including all recreation vehicles are properly maintained and to code;
2. Supervises and manages the planning of new recreation programs, facility, or structure opportunities, (i.e. playgrounds, facilities, fields, etc...) and all of the amenities that would be necessary for the proper construction and maintenance of these facilities;
3. Coordinates the department's services with other town departments, community associations, and the school system;
4. Oversees the delegation of responsibility of opening, closing for recreation use, staff supervision, client supervision scheduling of in-house contracted groups as well as outside group meetings/functions held at of the Newmarket Community Center and Sunrise Sunset Facility;
5. Performs a variety of miscellaneous duties as needed to run the operations of the department. i.e. running errands, picking up supplies, booking arrangements, setting up for recreation events; programs; and/or classes, etc...

### **Desired Minimum Qualifications:**

#### **Education and Experience:**

- Graduation from a college or university with a Bachelor's Degree in Recreation and/or Hospitality Event Planning, Sports Management, Customer Service/Public Relations, or Related Field, including course work in organization and administration, and;
- Five (5) years of progressively responsible experience in park, facility, recreation programming; community event planning, and/or related field;
- Any equivalent combination of education and experience;

#### **Necessary Knowledge, Skills, and Abilities:**

- Knowledge of the principles and practices of modern parks and recreation and event programs;
- Knowledge of the principles and practices and use of equipment, public buildings, and park facilities; in a comprehensive park and recreation program.
- Knowledge of town's community recreation needs, priorities and current resources available;
- Knowledge of current marketing, promotion and sales principles/practices in regards to recreation programs;
- Knowledge of employee practices in regards to general Human Resources principles and laws;
- Knowledge of human behavior as applied to participation and supervision in recreation program management;
- Knowledge of grant applications and/or soliciting sponsorships;
- Knowledge in the practices of running an effective Summer Camp Program;
- Skill in public relations/speaking and communication practices; both verbal and written;
- Skill in the operation of listed tools, software programs, and equipment currently used in the profession;
- Demonstrate the ability and/or has experience in implementing and managing the principles and practices of office management, work organization and supervision;
- Demonstrates the ability to make decisions and be an effective leader;
- Demonstrates the ability to plan, organize, coordinate and implement in areas listed under this job description;
- Demonstrates the ability to analyze and research data utilizing of reports and records; Demonstrates the ability to establish and maintain effective working relationships with employees, supervisors, the public, and other agencies;

#### **Tools and Equipment Used:**

- PC (Personal computer) including applicable software; calculator; copy, fax machines, phones, mobile or portable radio; automobile and other recreation equipment;

#### **Physical Demands:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to sit and talk or hear and smell. The employee is occasionally require to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision; color vision, peripheral vision; depth perception, and the ability to adjust focus.

**Work Environment:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee occasionally works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions.
- The noise level in the work environment is usually quiet while in the office, or moderately noisy when in the field.

**Selection Guidelines**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The 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.