

Town of East Granby Connecticut

9 Center Street – P.O. Box 1858 – East Granby CT 06026

Selectman's Office – 860-653-2576

JOB POSTING

Effective: External Posting - February 21, 2017 – March 8, 2017

Park and Recreation Director

The Town of East Granby is looking for an energetic and dependable person to be responsible for planning, organizing and coordinating a comprehensive group of recreational, social and cultural programs. Responsibilities include planning work out according to seasonal schedule, confers with Park & Rec Commission to establish general policies and reviews programs and priorities as determined by need. Reviews and evaluates current recreational programs, updates website, develops program schedules, prepares brochures and other public relation materials. Coordinates activities with town departments and private recreational, civic, social and cultural organization. Recruits, supervises, employs, trains and evaluates part-time seasonal and intermittent employees. Collects registration fees and authorizes disbursement payments for programs. Attends Parks & Rec Commission meetings, maintains inventory and prepares specifications for equipment, materials and supplies.

Qualifications required but not limited to:

- Bachelor's degree in recreation, physical education or a closely related area. Relevant work experience can be substituted for the educational requirement.
- Three years of increasingly responsible experience in municipal or group recreation including supervisory experience.
- Administrative experience desirable.
- Administrative and executive ability to initiate, organize and follow through on comprehensive recreational programs and projects
- Good communication, interpersonal and organizational skills
- Certification as Recreation Director by a National Parks and Recreation Association is desirable.

Compensation:

Per Union Contract Starting Compensation - \$25.31 per hour; 33 hours per week

Benefits:

Health Benefits/Pension Eligible / Paid Holidays / Sick Days governed by Union Contract

This position is available as of March 30, 2017, if interested and qualified, please submit a letter of interest and/or a completed Application for Employment by the listed deadline date of March 8, 2017. You may obtain an application from the First Selectman's Office, 9 Center Street, East Granby, CT 06026, or at www.eastgranbyct.org.

The Town of East Granby is an Equal Opportunity Employer