

# TOWN OF EAST HADDAM

## RECREATION DIRECTOR

Exempt

### **Position Purpose:**

The purposes of this position are to plan, organize, and supervise a comprehensive public recreation program for the community including special programs and activities, and varied seasonal indoor and outdoor activities and programs. S/he also evaluates the needs of the various populations it serves and seeks out new ideas and methods to provide the appropriate services. The Recreation Director is required to exercise considerable independent judgment in administering and managing the department and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

### **Supervision:**

*Supervision Scope:* Performs responsible duties requiring independent judgment and initiative in planning, organizing and directing the work of the office. Also performs a wide variety of special professional, financial, administrative and clerical responsibilities requiring an extensive knowledge of recreation programming.

*Supervision Received:* Works under the direction of the First Selectman; follows established policies where appropriate. Receives policy direction from Recreation Commission.

*Supervision Given:* Supervises lifeguards, beach supervisor, camp directors and counselors, clerical assistant, program assistants and volunteers; developing job direction, assigning tasks, providing instructions as needed, and monitoring performance.

### **Job Environment:**

Administrative work is performed in a moderately quiet office with regular interruptions during the day from the general public; frequently required to perform inspections of outdoor and indoor recreation programs under possible adverse weather conditions, including extreme hot and cold; frequently driving to recreational facilities; frequently required to line fields, move field equipment or set up equipment.

Requires the operation of an automobile, telephones, computers, copiers, facsimile machines, and other standard office equipment.

Makes frequent contact with other municipal departments, the general public, schools, bus companies, other recreation departments and facilities, volunteers, Recreation Commission; communication is frequently in person, by telephone, e-mail and in writing.

Errors in judgment or omissions could result in delays in service, injury to others, loss of funds and legal ramifications.

### **Essential Functions:**

*(The essential functions or duties listed below 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.)*

- Plans, organizes, initiates and directs comprehensive community recreational operations and activities in the department and evaluates the effectiveness of programs and recreational needs of the community; develops short term and long range comprehensive departmental plans; presents new programs and policies to Recreation Commission for review and consideration.
- Oversees the operation of indoor and outdoor parks and recreation programs including the scheduling of events, facilities and activities; planning celebrations; scheduling staff; coordinating with sports leagues; training staff; distributing equipment; managing basketball and soccer programs; lining fields and setting up equipment.
- Monitors care and maintenance of parks and athletic fields by contractor; inspects recreation facilities, equipment and park areas; requests repairs or maintenance from contractor or Grounds Maintenance/Public Works to insure safe conditions.
- Reviews and develops as warranted, operating procedures for the use of outdoor and indoor facilities, athletic fields, recreation facilities, beach and all recreational programming and activities; develops safety practices for use of all facilities and programs. These policies are then approved by the Recreation Commission.
- Oversees orientation program for seasonal staff; contracts program instructors and /or entertainers as needed for youth and adult programs and performances.
- Assures safe working conditions for employees through training programs as required by State and Federal Agencies.
- Supervises and conducts the registering of program participants; collects fees and maintains financial records of each program; processes payments to instructors; develops and distributes informational material about department programs and activities are advertised through schools and web site.
- Coordinates use of facilities with Board of Education and Town of East Haddam.
- Serves as staff to the Recreation Commission; prepares agendas and reports for meetings; promotes interest and support for departmental programs and services.
- Develops department policies and procedures and assigns, trains and supervises staff. Consults with First Selectman on such personnel actions as hiring, termination, and discipline and obtains approval from First Selectman for such personnel actions.
- Prepares operating budget with Recreation Commission; presents budget to the First Selectman, Board of Selectmen and Board of Finance and administers operating budget for department.
- Submits oral and written reports to Town officials as needed.

### **Other Functions:**

- Performs related work as required.
- Attends civic, sports or other local group meetings to represent the Town.
- Continues professional development.

## **Minimum Required Qualifications:**

### **Education, Training and Experience:**

The qualifications required would generally be acquired with a Bachelor's Degree in Recreation or some closely related field and 3 years of responsible recreation experience, including supervisory experience. A Master's Degree in recreation or related field may be substituted for two years work experience in the recreation field; or an equivalent combination of education, work experience and training.

### **Special Requirements:**

CT Drivers License; CPR/First Aid Certified; Certified Parks and Recreational Professional (CPRP) preferred

### **Knowledge, Ability and Skill:**

*Knowledge:* Thorough knowledge of the principles and practices of recreation programming, municipal recreation administration, and some knowledge of parks maintenance; knowledge of recreation, sports and social activities as are usual in a public recreation program; knowledge of and ability to coordinate the programming, operation and the request for maintenance of indoor and outdoor facilities; knowledge of social trends and indicators and their impact on recreational policy; knowledge of computer applications appropriate for office; knowledge of municipal recreation budgeting.

*Ability:* Ability to develop short term and long range comprehensive plans for programs and activities, and to implement and evaluate such programs and activities; ability to deal effectively with town staff and officials, the public and the media; ability to handle multiple projects and programs at one time; ability to assign, train, and supervise program, volunteer and camp staff; ability to prepare and administer an operating budget for the department.

*Skill:* Excellent verbal and written communication skills; aptitude for working with people and maintaining effective working relationships with various groups; aptitude for working with paperwork and details; skill in using the above mentioned office equipment; skills associated with the supervision and training of staff; skills associated with organizing programs.

## **Physical and Mental Requirements:**

### Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions			X	
Work in high, precarious places		X		
Work with toxic or caustic chemicals	X			
Work with fumes or airborne particles	X			
Non weather related –extreme heat/cold	X			
Work near moving mechanical parts		X		
Risk of electrical shock	X			
Vibration	X			
Other-Describe _____				

### Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing			X	
Walking			X	
Sitting			X	
Talking & Hearing			X	
Using hands/fingers to handle/feel			X	
Climbing or balancing	X			
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms		X		
Tasting or smelling	X			
Bending, pulling, pushing		X		
Other-Describe _____				

### Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

### Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)		X		
Moderate noise (computer, light traffic)			X	
Loud Noise (heavy equipment/traffic)		X		
Very Loud (jack hammer work)	X			

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
- No special vision requirements

*(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)*