

# TOWN OF WILTON

## Position Description

Date: December 15, 2003

Revision Date: March 23, 2018

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| <b>POSITION TITLE:</b>        | Assistant Recreation Director                                 |
| <b>UNION:</b>                 | AFSCME Local 1303-160   |
| <b>DEPARTMENT:</b>            | Parks & Recreation  |
| <b>REPORTS TO:</b>            | Director of Parks & Recreation                                |
| <b>SUPERVISION EXERCISED:</b> | Various Part Time and Seasonal Employees and Waterfront Staff |

**SUMMARY DESCRIPTION OF DUTIES:** Develops, implements, and evaluates recreation programs and activities for age groups ranging from 18 months through Senior Citizens. Develops activity schedules, procures necessary equipment and supplies, and assures that all supplies and equipment are in proper, usable condition. Responsible for all operations of the waterfront, including, but not limited to, staffing, supplying, budgeting, and developing waterfront programs. Assists the Recreation Director in budget preparation. Develops revenue and expense estimates. Works to insure programs are self-sustaining. This position serves as the Recreation Director in the absence of the Recreation Director.

**JOB LOCATION AND EQUIPMENT USED:** Work is performed both in the office and in the field. Office work involves the use of a telephone, calculator, photocopier, typewriter, kitchen appliances, and personal computer. Office work also involves using computer software including, but not limited to, Word, Excel, PowerPoint, Publisher, FrontPage, and industry-specific applications. Field work will occur at Merwin Meadows park and waterfront areas, athletic fields, gymnasiums, classrooms, field trips, and wherever events are held. Field work entails the use of athletic and sports equipment, arts and crafts supplies, and vehicles, including a 15-passenger van and a 4-wheel-drive pick-up truck.

### ESSENTIAL FUNCTIONS:

#### Programs

- Plans, promotes, supervises, and provides instruction in active and passive recreational activities for a wide range of age groups;

- Seeks citizen input to develop new recreational programs and courses;
- Evaluates and modifies programs on a seasonal basis or more frequently if necessary, using direct feedback from participants and staff;
- Develops recreation programs for Merwin Meadows park in addition to the waterfront programs;
- Plans and supervises special exhibitions, performances, and competitions;
- Plans and supervises art and cultural programs for residents; and
- Assists with analysis and assessment of programs, policies, and operational needs and makes appropriate adjustments as required; prepares strategic business and work plans to meet diverse customer needs and Town and department priorities.

### **Waterfront**

- Develops and maintains a relationship with the American Red Cross to insure the proper staffing needs and certification requirements of the waterfront are met;
- Plans, supervises, hires, trains, and evaluates all waterfront staff, including but not limited to a waterfront director, lifeguards, park monitors, and water safety instructors;
- Works with the waterfront director to develop a training program for all waterfront staff that includes drawing upon the expertise of the Town's emergency personnel;
- Coordinates all waterfront programs with the Superintendent of Parks and Grounds;
- Evaluates waterfront facilities and programs and makes suggestions for and, upon approval, implements upgrades and improvements;
- Tours other municipal parks seeking ways to improve waterfront programs and facilities, including staffing needs and development; and
- Devises and implements a system to manage waterfront revenues in coordination with the Finance Department.

### **Communications**

- Prepares program brochures, news releases, and other public information materials;
- In coordination with the Town's centralized information technology personnel, updates Town web site to meet the needs of the department and the Wilton community; and
- In coordination with the Town's centralized information technology personnel, keeps abreast of enhancements in technology appropriate for the department and makes recommendations for upgrades and improvements.

### **Other**

- Prepares and tracks revenue and expense budgets for each program to demonstrate financial feasibility;
- Prepares final financial program reports to Recreation Director;
- Assists the Recreation Director in annual budget preparation;
- Serves as the Recreation Director in his/her absence;
- Collaborates and builds strong partnerships with community organizations, human services agencies, recreation and sport leagues, neighborhood groups, and other town departments;
- Participates on boards, commissions and committees as required; and prepares and presents presentations, staff reports and other necessary correspondence; and
- Performs related duties as required or assigned.

### **REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS:**

- Ability to work effectively on several projects simultaneously;
- Ability to supervise a wide range of staff, full-time, part-time, and seasonal, in terms of age, skill, and responsibility;
- Ability to communicate in a positive manner with staff and public;
- Ability to establish and maintain accessibility to and rapport with the public;
- Ability to deal with the staff and public in a tactful and diplomatic manner;

- Ability to coordinate and work effectively with the Superintendent of Parks and Grounds;
- Ability to develop effective working relationship with the American Red Cross in order to ensure the staffing and certification needs of the waterfront are met and maintained;
- Ability to apply fundamental accounting principles in order to participate in the budget process and program evaluation;
- Ability to use effectively a wide range of computer programs, including, but not limited to Word, Excel, PowerPoint, Publisher, FrontPage, and industry-specific applications;
- Ability to assist in maintaining department website in coordination with Town's centralized information technology personnel; and
- Ability to design and oversee production of program brochures, news releases, and other information materials.

**MINIMUM REQUIREMENTS:**

- Bachelor's degree in Recreation or a related field;
- Minimum of five years of related experience; and
- Valid Connecticut Public Service Driver's license at time of, or within one month of, date of hire.

**SPECIAL CONDITIONS:**

- Successful passage of a pre-employment physical, including tests for drugs and alcohol, may be required as a condition of employment with the Town of Wilton and
- The employee shall not constitute a threat to his/her own health or safety or that of others in the workplace.

**Note:** The qualifications set forth above are the optimal ones for this position. The Town of Wilton reserves the right to select any applicant who we, in our sole discretion, feel is qualified and can most suitably perform the functions of this position notwithstanding the absence of the optimal qualifications.