



## Town of Portland, Connecticut

33 East Main Street ▪ P.O. Box 71 ▪ Portland, CT 06480-0071  
[www.portlandct.org](http://www.portlandct.org) ▪ Phone: (860) 342-6715 ▪ Fax: (860) 342-6714  
Equal Opportunity Provider and Employer  
**Office of the First Selectwoman**

# Parks and Recreation Director

Town of Portland, CT (EOE)

**Deadline: February 8, 2019 or until filled**

Suburban municipality of 9,400 residents; supervises staff, prepares dept. budget; serves as technical advisor to P&R Commission – prepares agenda and meeting materials. Reports to the First Selectman, highly responsible position that plans, organizes, directs, promotes, coordinates, and administers comprehensive group recreational programs, tournaments and special events for all ages. Manages brochures, news releases and other public relations materials. Full-time 40 hours weekly, starting salary \$50,000; non-union; full benefits package. Subject to pre-employment drug/alcohol testing and background check.

**Qualifications:** Bachelor's degree in Recreation Management, or Recreation & Leisure Studies, or Community Recreation, 3 yrs experience w/1 yr supervisory or equivalent combination of experience & education. Must have valid CT Driver's License, & knowledge of landscaping, horticulture, sports programs, recreational programs and fitness.

Submit resume with Town employment application & three letters of reference to: First Selectwoman's Office, P.O. Box 71, Portland, CT 06480-0071