

TOWN OF SOMERS
Position Description

Position Title: Deputy Director of Recreation
Department: Recreation
Supervisor: Director of Recreation

Supervises: Recreation Coordinator
FSLA Status: Exempt
Bargaining Unit: None

Definition:

Under the general supervision of the Director of Recreation; performs administrative, supervisory, and professional work in the planning, development, and operation of a comprehensive public recreation program for the community. The Deputy Director acts on behalf of or in lieu of the Director at selected management, community or regional meetings dealing with recreational matters. This position performs the full range of duties of the Director in his/her absence and may serve other management functions as requested by the Director and/or the First Selectman.

Class Characteristics:

Responsible for the day-to-day operation, supervision, and execution of activities and services administered by the Recreation Department. The Deputy Director of Recreation is expected to exercise a high degree of expertise, initiative, and decision making to ensure the growth and prosperity of the Recreation Department.

Examples of Key Duties:

- Plan, research, organize, and execute Town's recreational programs and services including but not limited to: youth and adult athletic leagues, instructional programs, community center activities, summer camps, special events, volunteer and community programs.
- Implement new recreational programming ideas, events, programs and services based on community feedback and needs
- Create a marketing strategy, design promotional materials, and execute advertising plan to bolster community interest and awareness, and promote participation, and growth, in Recreation Department activities
- Design, develop, and maintain Department's digital presence and online strategies including, but not limited to: social media, email marketing, Recreation Department website
- Maintain consistent and effective communication with a variety of individuals related to the successful operation of recreational programs including, but not limited to: Town staff, community members, civic organizations, and program participants
- Perform appropriate public relations duties including, but not limited to: responding to complaints, handling league disciplinary decisions and rule enforcement, and creating program policy and guidelines
- Train, supervise, and evaluate work performance of subordinate professional and paraprofessional recreation workers and volunteers
- Prepare and manage annual budget for recreation department operations by approving purchases of supplies, equipment, and other operating inventory. Develop and execute funding strategies for programs and improvements
- Coordinate facilities and programs with Department staff and other agencies and organizations
- Oversee and monitor contracts and insurance agreements for recreation programs

- Work with appropriate Town staff and liaisons to develop short and long term planning for a comprehensive community recreation program, proposed long term capital improvement, and development of facilities, equipment, and programs
- Monitor and evaluate ongoing programming and assess community interest and needs in regards to future recreational opportunities available
- Perform technical duties associated with program activities and maintain knowledge of latest technology and applications
- Serve as a liaison between Department and Town boards, commissions, and committee

Qualification Requirements

Education and Experience:

- Equivalent to graduation from a four-year college or university with major coursework in recreation administration, physical education, leisure services, or a related field and (3) years of professional recreation administrative experience or any equivalent combination of education and experience

Licenses:

- Must possess and maintain a valid State of Connecticut driver's license and a satisfactory driving record

Physical Requirement and Working Conditions:

- Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer, and to attend various meetings at various sites, and have ability to work in off-hours shifts or events as required; strength to lift and carry materials weighting up to 40 pounds; ability to work in a variety of weather and temperature conditions; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone

Knowledge of:

- Working knowledge of recreation programs and their management; working knowledge of the rules and policies of a variety of sports; working knowledge of modern office and bookkeeping procedures
- Ability to participate in active sport and recreation activities; ability to organize, manage and direct recreation programs and personnel; ability to work night and weekend hours, ability to establish and maintain effective working relationships with employees, other agencies, and the public; ability to follow written or oral instructions; ability to communicate effectively orally and in writing; ability to maintain and execute budgeting theories and principles
- Techniques for effectively representing the Town of Somers in contacts with users and the community

Skill in:

- Implementing and evaluating programs and activities
- Interpreting, implementing, and developing departmental policies and procedures
- Assessing community recreation needs
- Developing and administering program budgets
- Preparing promotional materials

- Preparing reports and giving presentations
- Communication to interact effectively with co-workers, subordinates, and the general public