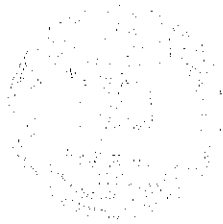


TOWN OF EAST WINDSOR
Position Vacancy
Parks and Recreation
Recreation Lead

A full-time union position is available in the Parks and Recreation Department. This is a 35-hour per week position, and rate of pay is 33.31 to 34.91 per hour. The application and job description are available in the First Selectman's Office at 11 Rye Street, Broad Brook, CT and on the Town's website, www.eastwindsor-ct.gov. The posting is open until the position is filled.

The Town of East Windsor provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, gender identity or expression, pregnancy, veteran status, family status or genetics. In addition to federal law requirements, the Town of East Windsor complies with applicable state and local laws governing nondiscrimination in employment in every location in which the Town has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.



TOWN OF EAST WINDSOR POSITION DESCRIPTION

DEPARTMENT: **PARKS AND RECREATION**

TITLE: **RECREATION LEAD**

POSITION GOAL:

Under the direction of the Director of Recreation and Community Services, this position has knowledge and awareness of the Parks and Recreation day-to-day operations, in addition to directing part-time employees and volunteers. Work involves assisting in planning, organizing, and coordinating assigned recreation areas and activities.

To act as a positive role model for our youth and staff by providing guidance and leadership. This will help develop positive self-esteem, sense of fair play, cooperation, skill development and an understanding of the arts, physical activity and our environment.

An essential part of the duties of this position is assisting in developing a flexible and anticipatory organization which will provide cost-effective and customer-friendly delivery of quality services to the community; plus assisting in developing and utilizing the potential of each employee to successfully find new ways to deliver both the short and long-term needs of East Windsor consistent with the Town's goals and objectives. Responsible for delegating tasks to the part-time staff.

Work is reviewed through conferences and reports for overall program effectiveness and efficiency. Annual formal performance review will be conducted by the Director. This position does not have formal supervisory duties including but not limited to disciplining, hiring or firing.

ESSENTIAL FUNCTIONS:

- Plans and organizes assigned recreational, social and cultural programs, consistent with the Town's quality service goals and the development of cost-effective, customer-friendly service delivery.
- Coordinates such programs as the Aquatics program, swim lessons, youth outreach, and special events.
- Visits programs as directed and assists instructors in problem solving.
- Provides information to public on programs and activities.
- Participates in computerized registration of program participants; coordinates the use of Pavilion and other facilities; assists in the collection of, and accounting for activity fees.
- Coordinates training and information sessions for volunteers and staff.
- Demonstrates working knowledge and understanding of Parks and Recreation policies and procedures.

TOWN OF EAST WINDSOR

POSITION DESCRIPTION

ESSENTIAL FUNCTIONS (CONTINUED):

- Maintains employee timesheets and submits to the Treasurer's Department.
- Determines the need for maintenance or IT issues and sends request to Public Works.
- Assists the Director with grant applications including research and Department statistics.
- Assists the Director with Department statistics and other information to compile annual report.
- On occasion, attends Board of Selectmen/Finance Meetings with Director.
- Maintains records and prepares reports for the Director as assigned; assembles data for presentation to Director for use in departmental reporting and budget preparation.
- Assists in performing office administration tasks as needed.
- Implements aquatic programming and swim lessons and monitors and directs the seasonal staff.
- Leads, trains, and monitors aquatics staff and activities.
- Establishes and maintains effective working relationships with employees and supervisors of other departments, program participants and the general public.

OTHER DUTIES:

The above duties describe the most significant duties performed and are not to be considered a detailed description of every duty of the position. Other related tasks may be assigned by the Director or by the First Selectman.

SUPERVISED BY:

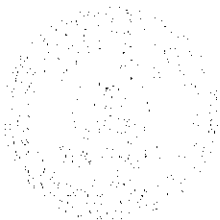
The Director of Recreation and Community Services

REQUIRED QUALIFICATIONS

- At least twenty-one (21) years of age with a minimum of two years' experience working with youth.
- Bachelor's degree in recreation or related field; or any equivalent combination of training and experience.
- Must be CPR/AED, and First Aid Certified

REQUIRED KNOWLEDGE SKILLS AND ABILITIES:

- Knowledge of the philosophy of planned community recreation.
- Knowledge of the equipment generally used in a recreation department.
- Knowledge of all sports in general and other recreational activities usually offered by a comprehensive community recreation program.
- Ability to organize and carry out a recreation program for a defined group or activity.
- Ability to comprehend and support the department's goal of establishing and maintaining quality community services through cost-effective, customer-friendly service delivery.



TOWN OF EAST WINDSOR POSITION DESCRIPTION

REQUIRED KNOWLEDGE SKILLS AND ABILITIES (CONTINUED):

- Knowledge of Microsoft Word, Excel, Outlook, and PowerPoint
- Must be able to give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Ability to successfully teach others to do an activity they have not previously done
- Ability to monitor/assess performance of yourself or organizations to make improvements.
- Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Ability to understand the implications of new information for both current and future problem-solving and decision-making.
- Ability to identify complex problems and review related information to develop and evaluate options and implement solutions.
- Ability to select and use training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- Ability to motivate, develop, and direct people as they work.
- Ability to communicate effectively in writing as appropriate for the needs of the audience.
- Ability to consider the relative costs and benefits of potential actions to choose the most appropriate one.

REQUIRED EQUIPMENT OPERATION:

Requires the operation of a motor vehicle, cellular phones, landline phones, and computers with the use of Microsoft Office, copiers, facsimile machines, calculators, and other standard office equipment. While working at the park, the employee will need to operate the grill, cash registers and other park related equipment.

POSITION TYPE AND EXPECTED HOURS OF WORK

This is a full-time, 35 hours per week, union position. The hours are Monday through Wednesday 8:30 a.m. to 4:30 p.m., Thursday 8:30 a.m. to 7:00 p.m., Friday 8:30 a.m. to 1:00 p.m. To perform the duties of this job, the employee must be very flexible to changes in work and be available to work flexible hours including some occasional nights and weekends.

REQUIRED PHYSICAL EFFORT:

While performing the duties of this job, the employee must be able to:

- walk, sit, and talk or hear.
- use hands to finger, handle or feel objects, tools, or controls.
- reach with hands and arms.
- climb or balance; stoop, kneel, crouch or crawl; and may be infrequently required to run, swim, skate, or ski.
- lift and/or move up to 50 pounds.
- use close vision, color vision and the ability to adjust focus.

TOWN OF EAST WINDSOR POSITION DESCRIPTION

REQUIRED PHYSICAL EFFORT:

- Hand-eye coordination is necessary to participate in recreation leadership activities when required, and to operate a personal computer and other office instruments.
- The noise level in the work environment is usually quiet in the office, while moderate in the field.

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