



WESTPORT CONNECTICUT

PERSONNEL DEPARTMENT TOWN HALL, 110
MYRTLE AVENUE WESTPORT, CT 06880
PHONE (203) 341-1090
FAX (203) 341-1093

POSITION VACANCY

POSITION: Recreation Superintendent
Parks and Recreation

SALARY: \$ 110,000

RESPONSIBILITIES: Works under the direction of the Director of Parks & Recreation and is responsible for the overall management, coordination, and oversight of the Town's recreation programs, services, and facilities. Provides leadership and guidance to recreation and guest services staff and oversees the recruitment, selection, training, evaluation, and supervision of professional, seasonal, and part-time employees. Oversees Town beaches, racquets facilities, athletic fields, Longshore Club Park, the skate park, pool and lifeguard operations, and other recreation facilities. Develops field and facility schedules; coordinates departmental special events, security, traffic, and parking; and serves as a liaison with community groups, Town officials, and public and private organizations. Prepares and manages the annual recreation budget for Director approval, assists with capital improvement planning, develops and enforces policies and best practices, and monitors programs and services for safety, fiscal responsibility, operational effectiveness, customer service, and community needs. Other duties as assigned per the job description.

QUALIFICATIONS: Bachelor's degree in Recreation and Leisure Studies, Parks & Recreation Management, Public Administration, or a related field. A minimum of five (5) years of progressive experience in recreation program or facility management, including at least three (3) years in a supervisory role, is required. Equivalent combinations of education, training, and relevant experience may be considered. Must possess and maintain a valid Driver's License. Certified Parks and Recreation Professional (CPRP) certification is preferred.

APPLY TO:

Personnel/HR Department
jobs@westportct.gov
Westport Town Hall
110 Myrtle Avenue Room 208
Westport, CT 06880

**Full Job Description Available Upon Request
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