

Position Purpose:

Performs supervisory, administrative, and professional work responsible for recruiting instructors, marketing programs, developing offerings to meet the needs of the community, managing budget supervising staff and demonstrating a hands-on approach to enhance the lives of residents through recreation activities and programs. Performs all other related work as required.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Plans, organizes, implements, and manages summer program including town beach facilities.
- Seeks recreation instruction services and venues, evaluates current programs adds new programs and hires instructors for programs.
- Markets programs through advertising and social media.
- Produces a seasonal brochure of all programs and distributes electronically to residents.
- Maintains existing program registration on website and adds new program registration to the website.
- Oversees on-site programs for safety and quality of programs.
- Collects program fees and processes associated deposits, and processes accounts payables for instructors, venues, and department bills.
- Schedules town recreation fields, collects necessary paperwork and deposit of rental fees and schedules seasonal Portapotties.
- Trains and supervises seasonal program staff and recruits and coordinates program instructors.
- Solicits and writes grant proposal and administers and monitors grants and funding sources.
- Prepares required reports for the Recreation Committee,
- Schedules town recreational facilities (Town Beach, Memorial Park and 1835 Old Town Hall). Collects paperwork, security deposit and rental fees.
- Auditions, schedules, and pays 13 bands for Summer Concert Series.
- Applies for MASS Cultural Council Grant for Summer Concert Series, solicits donations and produces Concert Series brochure.
- Prepares and monitors the department budget.
- Responsible for the seasonal opening and closing of the Town Beach; organizes with Town Fire and Dive team for beach buoy/dock installation/removal. Evaluates lifeguard equipment and purchases if needed.
- Hires summer staff for beach programs to include lifeguards and parking attendants.
- Responsible for the daily maintenance and cleanliness of beach property, buildings, and restroom.
- Coordinates Recreation Committee meetings and posts agendas and minutes in accordance with open meeting laws. Attends the regular monthly meetings.
- Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:**Education, Training and Experience:**

Bachelor's Degree in Recreation or a related field; three years of experience in a public recreation setting with at least one year in a supervisory role; or an equivalent combination of education and experience. Must possess a valid motor vehicle operator's license with good driving record. Certification and membership in MRPA preferred.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of the administration of recreational programming. Thorough knowledge of the methods, materials and equipment used in the care and maintenance of recreation facilities. Knowledge of program planning and administrative processes and of local and regional programs and services. Knowledge of the American's With Disabilities Act and any requirements for playgrounds and programs.

Ability: Ability to interact effectively and diplomatically with the public and town employees. Ability to supervise and evaluate the work of subordinate staff. Ability to prepare, analyze and administer budgets and prepare written and oral reports and maintain records.

Skill: Excellent customer service skills. Strong leadership and organizational skills. Strong marketing and business management skills. Proficient with computer software and recreation applications.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, minimum physical effort is generally required to perform duties in typical office conditions. This position is regularly required to sit, talk, and hear; uses hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms as in picking up paper, files, and other common office objects and to operate equipment and lift and move program equipment. Employee may frequently lift and/or move objects weighing up to 30 pounds. Vision and hearing at or correctable to normal ranges.

Supervision:

Supervision Scope: Performs responsible work of a complex nature which involves initiative and independent judgment in the development, promotion, planning and administration of recreational services including oversight of facilities. Performs all operational duties under little supervision

Supervision Received: Works under the policy direction of the Recreation Committee and the administrative direction of the Town Administrator.

Supervision Given: Supervises all seasonal staff (up to 27 staff)

Job Environment:

- Work is performed under typical office conditions and at program sites; work environment is moderately noisy; workload is subject to seasonal fluctuations and program schedules; programs are conducted at night and on weekends. On call for beach staff and/or rental property problems.
- Operates computer, automobile, varied sports equipment, calculator, copier, facsimile machine, and other standard office equipment.
- Contacts are by phone, through correspondence in writing and email, and in person; contact is with the general public and town and school departments, outside agencies, sports groups, vendors, businesses, and community groups, and consist of an information exchange dialogue, discussing routine and complex issues.
- Has access to some confidential information, including background checks.
- Errors could result in unsafe conditions for program participants causing personal injury, delay or loss of service, monetary loss, damage to property or equipment and legal repercussions.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer