

Job Title: Recreation Director	Hours per week: 35	FLSA Status: Non-Exempt
Reports to: Recreation Committee	Department: Recreation	Grade: 7
Created date:	Revised date:	Approved date: 10/03/2007
Created by:	Revised by:	Approved by:

**TOWN OF STERLING
RECREATION DIRECTOR**

Statement of Duties:

Performs highly responsible administrative and supervisory work involved with the development and management of a diversified Town Recreation department; manages day-to-day direction of the operations of the department. Recruits instructors, markets offerings, evaluates community needs, directs staff, plans event schedules, and establishes a safe, appropriate environment for participants. Schedules and monitors facility use, manages space agreements, prepares budget and grant documents and other assigned duties. Works 35 hours per week and starts as a level 7.

Supervision:

Works under the policy direction of the Recreation Committee; assist other departments in overseeing the operations of some facilities

Performs varied responsible duties requiring a significant degree of independent judgment and initiative, along with the skill to multi-task in a fast pace environment

Supervises a part-time program assistant, up to 25 seasonal employees, and volunteers.

Job Environment:

Work is performed under typical office conditions, gymnasiums, athletic fields, town beach facility, tennis courts, and all locations where programs are scheduled. Required to work on nights, week-ends as needed, and attend evening meetings with the Recreation Committee and other town committees or boards

Vehicle use is necessary for transportation to these job sites.

Makes contact with the general public, town officials, town departments, potential program instructors, and the media for advertising

Errors could endanger persons and property, cause confusion and delay of service, have legal and/or financial repercussions, and result in adverse public relations

Essential Job 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.

Works under the general direction of the Recreation Committee

Schedules and prepares agenda for Recreational Committee meetings and presenting status reports for projects and programs

Develops new and expands existing programs and facilities to meet recreational needs of all Town residents

Provides training and development of personnel and ensures all personnel have and maintain required certification

Carries out management and supervisory responsibilities through interviewing, hiring, scheduling, planning, assigning, and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems

Directs and participates in implementation of activities and programs; evaluates effectiveness and takes appropriate corrective actions and solicits funds and volunteers; promotes and recommends department activities

Schedules and oversee the set-up/breakdown of the town ice rink and beach, with other departments and volunteers; as well as general maintenance of the ice rink and beach facilities.

Refers to market studies and surveys to determine competitiveness of leisure services and determines community need. Works with community and special interest groups on matters of civic and recreational interest

Writes program promotional news releases; develops promotional brochures and responds to a variety of program inquires, requests, and complaints

Expend budgeted funds as authorized. Monitors and controls expenditures, reconciles accounts

Oversees the receipt of all department/program revenue; ensures that all funds are allocated to appropriate accounts and that necessary reconciliations are complete. Maintains records of all programs, participants, and activities

Makes frequent contact with other town employees; outside organizations and general public and advises town citizen groups and sponsors recreational programs

Prepares all payroll and payables

Recommends the purchase and construction of new equipment; maintains inventory of supplies and equipment; responsible for the storage and safety of all equipment; insures that facilities, equipment, and supplies are maintained

Review proposals from organizations to improve the facilities on athletic fields and send recommendations and letters of approval to appropriate departments and Selectmen

Writes grant proposals, administers grants

Participates in various certification programs and attends relevant professional workshops

Oversees the preparation and distribution of all departmental communication and correspondence

Attends department head meetings and other meetings as required

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Responds to public inquiries and complaints

Work with area athletic organizations to maintain a master schedule for Sterling Athletic Facilities and collect appropriate documentation and fees

Coordinates the maintenance of parks and recreation facilities through collaboration with the Department of Public works and contracted landscaping company

Assess the need for repair and improvement of parks and recreation facilities, oversee delegated job, and file necessary paperwork

Oversee and advise the finances of Recreation subcommittees (Y.A.H.O.O., Play Area Subcommittee, etc.)

Maintain scheduling and finances of 1835 Town Hall and school for recreation programs

Establish and maintain liaison with local schools, businesses and recreational organizations whose facilities or resources are utilized to provide town recreation programs.

Ordering supplies, uniforms, and awards for recreation programs

Significant travel by private car within town and neighboring communities

Maintain necessary paperwork (contracts, sign up forms, etc) related to Recreation Department function and services

Initiate Criminal Offender Record Investigation(CORI) checks on all recreation employees and volunteers of recreation program

Maintain good customer service relations with all patrons, employees, and volunteers of recreation program

Recommended Minimum Qualifications:

Education and Experience

College graduation with a Bachelor's degree in recreation or a related field. Three years experience in public recreation setting including one year in a supervisory capacity; or any equivalent combination of education and experience

Valid Massachusetts state drivers license

Member of the Massachusetts Recreation Parks Association (MRPA) or ability to become a member

Knowledge, Skills, and Abilities:

Knowledge: Knowledge of organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs;

Knowledge of recent developments, current literature, and sources of information in municipal community and recreation service administrations;

Principles and practices of organization, administration, and personnel management.

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Ability: Ability to plan, prioritize, assign, and direct work of professional, technical, and clerical personnel; organize, direct, and coordinate the activities of the department in a manner conducive to full performance and high morale;

Ability to select, supervise, train, and evaluate personnel.

Demonstrate an ability to give and follow oral and written instructions.

Demonstrate the ability to effectively listen, speak, write, and interact with a diverse work group.

Demonstrate the ability to identify community needs, respond to requests and concerns, communicate program initiatives, publicize programs, and utilize appropriate verbal and nonverbal skills in handling difficult encounters.

Ability to work cooperatively with town government, boards, and public

Skill: Demonstrate ability to incorporate technology into program management and operate modern job-related equipment such as a computer, fax machine, keyboard, printer, and copier.

Ability to operate general maintenance of equipment, general cleaning and sporting equipment requiring hand-eye coordination, and motor skills.

Proficiency with Microsoft Word, Microsoft Excel, Microsoft Publisher, Quicken, internet, and web page.

Excellent organizational skills and ability to multi-task

Physical Demands:

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of the job. While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.