

TOWN OF WALPOLE

Recreation Director

DEPARTMENT: Recreation

EMPLOYMENT STATUS: Part-time

JOB SUMMARY: Will perform administrative, supervisory, and professional work in the planning, development, and operation of a comprehensive public recreation program for the community. Performs all other related work as required.

SUPERVISION RECEIVED EXERCISED: The recreation director receives general supervision and policy direction from the Selectboard, guidance from the Selectboard Liaison to the Recreation Department and from the Recreation Committee. May receive direction from others for specific tasks or projects. Supervises recreation employees.

RECOMMENDED MINIMUM QUALIFICATIONS:

Education, Training and Experience:

- Associate's or Bachelor's Degree preferred.
- Experience in supervising recreation programs, or any equivalent combination of education and experience.

Knowledge, Ability and Skill:

Thorough knowledge of the administration of recreational programming. Needs to have a general understanding of sports/recreation, organizational skills, CPR and First Aid Certification, good judgment, good communication skills, and budgeting skills.

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.)

1. Support the Pool Manager with pool operations.
2. Prepare schedules and assignments for recreation personnel.
3. Ensures that all safety rules, regulations, and procedures are followed; make sure that employees are trained in safety procedures.
4. Recruit and coordinate volunteers.
5. Develop and plan a variety of programs designed to meet the needs of the community including athletics, day camps, enrichment, and special events.
6. Maintain public relations; promote programs through community organizations and schools.
7. Investigate and respond to suggestions and complaints from community members.
8. Prepare reports, projects, and proposals as needed.
9. Prepare the recreation department's annual budget.
10. Maintain records of all expenditures and revenues.
11. Help set-up for events.
12. Run sign-up nights.

13. Participate in meetings with surrounding towns to organize sporting events.
14. Line the fields for soccer.
15. Purchase items that are needed to run the pool, summer basketball league, soccer, winter basketball and other recreation department sponsored programs.
16. Submit monthly reports to the Selectboard and attend quarterly meetings with the Selectboard.
17. If unable to find referees for the basketball game, the director will have to fill in.
18. Performs similar or related work as required, directed or as situation dictates.

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 occasionally lift and/or move objects weighing up to 30 pounds. Vision and hearing at or correctable to normal ranges.

JOB ENVIRONMENT:

- Work is generally performed in a moderate noise environment under general office conditions. Overseeing recreations programs requires field work and visits to other facilities and locations such as fields, playgrounds, and a variety of indoor and outdoor locations; Field work is conducted outdoors with exposure to various weather conditions.
- Operates an automobile, computer equipment, printer, facsimile machine, telephone, copier, and all other standard office equipment; operates and utilizes all equipment and tools pertaining to recreational facilities.
- Has high degree of interaction with general public, sports officials, parents, program participants, recreation colleagues, business, and civic groups. Contacts are in person, by telephone, and by email and involve an information exchange dialogue.
- Errors could result in adverse public relations, loss of funds, reduced level of services, injury to staff and the public, as well as legal ramifications.

(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

Updated: 6/14/24