



Job Title	Assistant Director of Park and Recreation
Department	Park and Recreation
Employment Status	Full-Time
Exempt/Nonexempt Status	Exempt

Scope of Work

This position performs a variety of recreational programming and administrative duties, including planning, implementing, and supervising recreational programs for the community.

Supervision

Received	Director of Park and Recreation
Exercised	Direct and/or indirect supervision of 16 to 29 full time (or full-time equivalent) employees.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.

- Manage the Pools at Rosemary Recreation Complex (RRC); responsible for facility oversight including, but not limited to staff recruitment, training, scheduling, and review, as well as maintenance, management, and program/event administration. Oversee the Recreation Supervisor's management of all programs to include the hiring, supervision, and development of all seasonal help.
- Assist the Director in short and long-term planning by determining the recreational needs of the community through research, observation, evaluation and proposing new program ideas; oversee the development, organization, implementation and supervision of programs and special events, including at outdoor pool and sites located out of town.
- Assist in preparing the operating and capital budgets; act as a liaison to the School Department and Public Facilities Department; encourage cooperative planning with community, regional and state agencies; compose administrative, statistical and program reports; gather data and prepare status reports on facility needs.
- Purchase recreational supplies and equipment; assist in the development of grant applications; maintain documents and records to assure compliance with local, state, and federal record keeping requirements.
- Develop and execute management plans for department programs handling hundreds of people at one time. Manage risks associated with recreation programs and special events and implement necessary safety precautions.

- Perform various maintenance functions as necessary for athletic fields, swimming pool, playgrounds, and tennis courts; ensure chemicals used at the pool are maintained at levels required for public safety.
- Develop seasonal brochures for Town-wide distribution; organize and coordinate registration sessions; recruit more than 200 seasonal staff and volunteers.
- Develop and implement strategies to promote the department with public agencies, private organizations, local cable television, newspapers, website, and social media; collaborate with and represent the department to private and non-profit institutions, human service agencies and public and private schools; attend and participate in Park and Recreation Commission meetings and prepare minutes of such meetings; act as the Director in their absence.
- Maintain current information on trends and programming in recreation through participation in continuing education programs and professional associations; and serve as coordinator for Town trails programs.

Other Job Functions

- Perform related duties as assigned.

Requirements of Work

Graduation from a college or university with a Bachelor's Degree in recreation, physical education or a related field, with four to six (4 – 6) years of experience relevant to the position, including supervisory experience

Knowledge, Ability, and Skill

In addition to the requirements of work, the individual should also have the following knowledge, ability, and skill:

Knowledge of	• Extensive knowledge of the specialized field of park and recreation and leisure services. • Extensive knowledge of the management of public swimming pools including, but not limited to, hiring, mechanical operations, swimming lessons, lifeguard training, etc.
Ability to	• Ability to motivate and lead people. • Ability to compose detailed reports for planning and program status updates. • Ability to adhere to Town and department policies and procedures.
Skill in	• Strong communication skills, both oral and written. • Skill in the use of computers to create reports and presentations. • Skill in supervising large teams of direct and indirect staff resources.

Necessary Special Requirements

Valid motor vehicle driver license.

American Red Cross Lifeguard Certification, including First Aid, CPR and AED

Certified Park and Recreation Professional (CPRP) Certification or the ability to acquire within the first year

Certified Pool Operation (CPO) Certification or the ability to acquire within the first six months

Lifeguard Instructor Certification or the ability to acquire within the first year
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Physical Demands

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.

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| <ul style="list-style-type: none">• Normal office environment, not subject to extremes in temperatures, noise or odors when in the office; significant portion of time spent outside overseeing program and planning maintenance.• Regular interruptions to assist citizens.• May spend extended periods of time on computer, telephone or operating other office equipment, requiring eye-hand coordination and finger dexterity.• Regular lifting and carrying of files, documents, records, and supplies for facilities and programs.• Some travel required within the Town and to neighboring communities. |
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Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer