

**Town of Thompson
Job Description
Recreation Director**

Department: Recreation

Reports to: First Selectman and Recreation Commission

Position Summary:

Work involves being responsible for planning, supervising and coordinating varied recreational programs for all age groups. Duties include organizing volunteer, part-time and seasonal staff and setting up events, arranging for personnel equipment and supplies and maintaining contacts with community organizations. This position also has the responsibility for making routine technical recreational program decisions. The work requires that the employee have considerable knowledge, skill and ability in all phases of public recreational programs provided by the department. The Director is responsible for communication between the Department, the Recreation Commission and the Town.

This is a department head position. This position requires significant interaction with the public.

Essential Duties and Responsibilities Include the Following:

- Organizes and directs the services of the Recreation Department in adherence with the general policies established by the Recreation Commission.
- Ascertains, in conjunction with Recreation Commission, community groups, town boards and individuals, the present and future needs for indoor and outdoor recreational facilities and programs; prepares long term plans to meet these needs, including research of capital expenditures.
- Develops and administers a broad program of recreational activities for all age groups and interests, taking into consideration the resources and needs of the community.
- Identifies maintenance needs for Town recreational facilities.
- Drafts and recommends policy and programs and plans for the implementation of recreation goals and objectives to the Recreation Commission.
- Publicizes and promotes recreational programs.
- Plans and conducts special events.
- Prepares activity and accident reports.
- Prepares all promotional materials, both electronically and hard copy for department activities including the updating of information on department website.
- Assists in the preparation of capital improvement planning, as well as for the acquisition of open spaces for recreational activities and facilitates improvements.
- Reviews and approves department employee time sheets.
- Develops and maintains partnerships with community organizations to provide for activities.
- Orders necessary supplies and equipment.
- Attends conferences and workshops dealing with community recreational issues.
- Performs managerial duties as related to staff, office, and personnel procedures. Prepares and recommends as well as administers operating and capital budget for the Department.
- Recruits, screens for hire, directs, coordinates and reviews work of staff assigned to department. Provides training as appropriate.
- Recognizes and implements (within scope of position) cost saving measures.
- Confers with consultants, contractors and sales persons relative to the recreation department.
- Recommends specifications for equipment and contractual services.

Qualifications:

- Bachelor's Degree, preferable in an area related to recreation. It is preferable the applicant have 3 years of recreation management experience and experience working with a diverse age population.

Knowledge, Skills and Other Requirements:

- Ability to plan and organize sports, recreational, arts, cultural and seasonal events.
- Ability to establish and maintain effective working relationships with associates, subordinates and the general public.
- Must have and maintain a valid driver's license.
- Ability to work varied hours/days including evenings and weekends.
- Ability to communicate clearly and concisely, orally and in writing.
- Ability and working knowledge of personal computer, including but not limited to, Microsoft office suite and other computer applications. Ability to operate general office equipment.
- This position will require a background check.
- Knowledgeable of DCF mandated reporting requirements.
- Ability to distinguish between public and confidential information and handle each appropriately.
- The employee must be able to read and interpret State and Federal regulations and procedures.

License and/or Certification Requirements:

Must be CPR, First Aid, and Medication Administration certified or must become certified within 6 months of hire.

Physical Requirements:

- Must be able to actively participate in programs.
- 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 accommodation may be made to enable individuals with disabilities to perform the essential functions. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. Incumbents in this position must possess general good health, free from any disease or injury which would impair health or usefulness and retain sufficient strength, stamina, agility and visual and auditory acuity to perform the duties. Employee must occasionally lift or move up to 25 pounds.

The duties listed above 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.