

Town of Kent
Park and Recreation Director

The Kent Park and Recreation Commission works to realize the ongoing missions of Kent Park and Recreation through balanced, thoughtful, equitable stewardship and planning by highly committed volunteers.

Position Summary:

Coordinate, promote, supervise and evaluate a comprehensive, year-round recreational program for the Kent community, including but not limited to children, seniors, teens, sports and summer programs, winter ice skating, after-school program, bus trips and community and special events and maintenance of the parks. Works with the Parks and Recreation Commission to develop long range plans for programs, parks and facilities to accommodate town goals and recreation needs.

Reports to:

Park and Recreation Chairman.

Direct Reports:

- After-School Program director • Head Lifeguard
- Lifeguards • Camp Kent director • Ice Skating monitors • Coaches •
- Park maintenance staff

Indirect Reports: Referees and Umpires

Hours of Work:

Full-time salaried position, 40 hours per week, includes some nights and weekends.

Essential Job Functions:

Administrative:

- Establishes and posts office hours, opens and responds to daily mail and email, responds to and keep copies of correspondence, answer and responds to phone calls, identify and order office supplies
- Takes direction from the Park and Recreation Commission and carries out all tasks required to make programs and parks run smoothly. Addresses other duties and requests that are assigned in a timely fashion.
- Assumes management responsibility for all services and activities of Park and Recreation
- Collects and submits revenue to the town treasurer for Park and Rec programs.
- Attends all regular and special Commission meetings and monthly BOS meetings, and communicates regularly with the selectmen, the town treasurer and other town officers and board members.
- Prepares with the commission chairman a meeting agenda to be sent to commission members with any other supporting documents including financial reports not less than 3 business days before the next scheduled meeting.
- Takes and records the minutes of Park and Rec Commission meetings; files meeting agendas and minutes with town clerk, keeping copies of minutes and directors report for 3 years.
- Maintains and accounts for the expenditures of department funds in accordance with budget appropriations and work with the Commission in the preparation and presentation of the Park and Recreation Commission's annual budget, and the Five Year Capital Plan
- Serves on the Town of Kent's Safety Committee. Conduct and document annual safety review of the town-owned parks.

- Creates and distributes schedule for sports' team and individual and sponsor photos. Oversees the management to procure and distribute awards as needed
- Works with Park and Recreation Commission on appointments and reappointments to the commission. Communicate in writing to the Board of Selectmen the recommendations for appointments to the Kent Park and Recreation Commission for the annual town meeting.
- Participates in accident investigations when required, including documenting details of incident on appropriate form, contacting injured employee or program participants' emergency contact, contacting town insurance carrier and providing necessary information as requested.
- Maintains membership in the Connecticut Recreation and Parks Association (CRPA) and attends conferences and other training classes and seminars as necessary and appropriate.
- Provides information and assistance to public and other departments in a timely fashion.
- Checks sports equipment inventory and keeps in good working condition.

Communication:

- Establishes and maintains effective working relationships with superiors, subordinates, associates, including area recreation directors, volunteers and the general public.
- Maintains close communications with local schools, businesses, and other community organizations and agencies to coordinate cooperative programs and events.
- Writes and submits to Board of Finance an annual report for the Annual Town Report.
- Monitors and posts updates for the Kent Park and Recreation website, social media, monthly town newsletter; contributes to senior newsletter
- Promotes Kent Park and Recreation activities to both encourage and recognize community participation with timely press releases to the local media and flyers.
- Carries and is available by cell phone during program hours and/or in the event of an emergency.
- Maintains working relationship with the state police.
- Communicates regularly with the Selectmen, the town treasurer, other town officers and board members

Facilities:

- Schedules and oversees the maintenance and repair of Park and Rec facilities, equipment, program inventories and capital projects with Commission approval where needed.
- Collaborates with Kent Center School officials on building and playing field usage and maintenance, collaborates with Playing Fields Committee

Personnel:

- Recruits, interviews, trains and supervises paid and volunteer staff in accordance with Town of Kent and Park and Rec Commission policies and procedures.
- Develops job descriptions for positions as necessary and presents the descriptions to the Commission for approval.
- Provides for staff evaluations at completion of a Park and Rec program and evaluates program directors.
- Articulates or writes, when appropriate and requested, references for employees and volunteers.
- Identifies, coordinates, orients and oversees volunteer coaches. Provides coaches with necessary equipment, first aid supplies and related coaching materials, including handbook, schedules, team roster.
- Insures adequate staffing for the After School Program.

Job Qualifications:

- Bachelor's Degree and/or relevant work experience and interest in Park and Recreation.
- Strong communication skills including written, oral and administrative.
- First aid training.
- CPR certification.
- Certified blood borne pathogens awareness
- Computer Skills including Microsoft Office Suite, Adobe Acrobat, Google
- Knowledge of municipal budgeting.
- Valid driver's license and access to personal vehicle.
- Knowledge of small-town municipal functions
- Understanding of Robert's Rules and CT General Statutes relating to duties and assignments

Physical Conditions:

- Office environment.
- Repetitive motion (use of computer keyboard).
- Periodic need to carry boxes and sports equipment (no more than 50 lbs), move tables and chairs, hang signs, and other similar tasks that involve bending or reaching above one's head.
- May require standing for prolonged periods to do filing or sitting for prolonged periods for computer or telephone work.
- Light manual labor involved including but not limited to lining of ball fields, setting pool aerator, small repairs and maintenance

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| Approved by the Board of Selectmen: | 10/4/11 |
| Updated by the Board of Selectmen: | 3/13/12 |
| Revised and approved by the Board of Selectmen: | 7/31/13 |
| Approved by the Board of Selectmen: | 9/1/15 |