

**TOWN OF SEYMOUR**  
**JOB DESCRIPTION**  
*Recreation Department*

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**Parks and Recreation Manager**

**GENERAL STATEMENT OF DUTIES:**

The Parks and Recreation Manager develops, plans, and supervises recreation programs for the Town of Seymour including oversight of the Town Parks and Recreational Facilities.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Assists with the development of near-term and long-range planning for various Community Center programs.
- Assists in the preparation and administration of the parks and recreation operating and capital improvements budget.
- Develops, monitors, and enforces park fee schedule.
- Assists the Director of Community Services and the Grants Manager in the Development of grant proposal applications; monitors ongoing activities associated with such grants.
- Develops, executes and maintains a plan to monitor parks activities in accordance with Town ordinances and charter.
- Plan, promote, schedule, and supervise community wide recreation and educational programming, activities, special events and trips for all age groups.
- Develops marketing and promotional materials including the creation of seasonal inserts, brochures, press releases, flyers, email blasts and social media
- Provides direct leadership of recreation programs. Provides instruction in the absence of staff as needed.
- Responsible for the recruitment, in-service training, scheduling and evaluation of seasonal part-time employees, contractual staff and volunteers. Directs change as needed.
- Collaborate, communicate, and assist in scheduling use of facilities with other Town departments, civic groups, and schools.
- Maintains contact with school, social, industrial, and civic groups interested in athletics and other recreational and community activities.
- Assist in the maintenance of Community Service website, on-line registration system and all social media pages/accounts.
- Manage and obtain sponsorships for the Community Service Department.
- Provides a backup to other Program Manager(s) as needed.
- Attends and participates in monthly parks and recreation commission meetings.

In addition to the essential duties and responsibilities, the employee will be required to perform any other duties assigned by his or her supervisor.

**SUPERVISION RECEIVED:**

- Reports directly to the Director of Community Services for the Town of Seymour.

**SUPERVISION EXERCISED:**

- Exercises supervision over all Recreation Program staff and equipment, directly or through subordinate supervisors.

**QUALIFICATIONS:**

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**KNOWLEDGE, SKILL, AND ABILITIES:**

- Thorough knowledge of the principles and practices of modern recreation programs
- Ability to balance multiple programs/activities at one time and travel between recreation activities as needed.
- Ability to professionally express oneself before groups of people including residents, employees, or participants.
- Intermediate Computer skills required including Microsoft Office Products, Online recreation registration programs and social media experience essential.
- Ability to constantly interpret documents such as safety rules, operating and management instruction, and procedure manuals.
- Ability to convey routine reports and correspondence.
- Ability to frequently move or maintain a stationary position.
- Ability to occasionally lift and or move objects up to 45 pounds.
- Thorough knowledge of equipment and facilities required in a comprehensive recreation program

**EXPERIENCE AND TRAINING:**

- Bachelor's Degree from an accredited university in Recreation, Parks and Recreation Administration, leisure studies, physical education or a related field. Graduation from a college or technical school with an emphasis in recreation or physical education desired
- Minimum three (3) years' experience in recreational program design, management coaching or camp administration or any equivalent combination of education and experience.
- Professional certification through NRPA preferred but not required.

- Flexible schedule required including early mornings, evenings and weekends as needed for programs, activities and classes.
- Basic Life Support CPR, AED and Concussion training or willingness to obtain.
- Employee must hold a valid driver's license.

#### **REVIEW PROCESS:**

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- Essential duties & responsibilities will be reviewed directly with employee's department head, The Director of Operations, in an annual meeting scheduled each January
  - All changes to job essential duties & responsibilities must be approved and signed off by First Selectman, Department Head, & employee following a meeting outlining the changes proposed and reasons why.
- The First Selectman, in conjunction with the employee's department head and HR, will conduct an annual employee performance review each January and a mid-year review each July.