

**TOWN OF SHREWSBURY**  
**Position Description**

Position Title: Director of Recreation

Department: Recreation

Reports To: Assistant Town Manager -  
Community Development  
& Human Services

Date: October 2022

**GENERAL SUMMARY:**

Under the general direction of the Assistant Town Manager – Community Development and Human Services, provides strategic leadership and vision to plan, direct, manage and oversee the functions, programs and operations of the Recreation Department. This is inclusive of recreational services, special events, programs, park development and facilitation of the use of the town’s recreational facilities including parks, playgrounds, ponds, and school athletic fields in concert with various town departments. Organizes and administers technical, administrative and supervisory support, as well as high quality customer service in support of the Lake Quinsigamond Commission, Parks & Cemetery Commission, Shrewsbury Trails Committee, and other Town of Shrewsbury Boards, Committees and Commissions as may be required or assigned.

Uses professional expertise, critical thinking and interpersonal skills to accomplish varied functions that range in nature from routine to complex. These require considerable independent judgment and initiative in determining courses of action not clearly defined by precedent, statute or established guidelines. Works in accordance with state and local laws and regulations. The employee functions independently, referring specific issues to the supervisor only where clarification or interpretation of policy or procedures is required and for review of draft decisions prior to distribution. Supervises multiple administrative and/or professional technical staff members.

**ESSENTIAL JOB FUNCTIONS:**

*Essential Job Functions are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform effectively. The position is responsible for all other duties as assigned.*

- Develops, coordinates and implements new recreational programs, activities and services as well as evaluates, improves, and expands existing programs and makes recommendations for new facilities to meet the recreational needs of all Town residents.
- Fosters and maintains positive working relationships with community and special interest groups on matters of recreational concerns; assesses the recreational needs of the community and provides timely and appropriate responses. Represents the Department and the Town at various public events and on various town and regional committees, as needed.
- Coordinates public relations information including press release and development of recreational program materials to promote programs and services.
- Responsible for all personnel matters of the department, inclusive of participating in hiring process, supervising, training, developing, coaching, performance evaluation, and ensuring they and their staff have proper certifications. Delegates and sets employee work schedules

as needed. Maintains payroll information, certifies and submits as required. Responsible for all department records.

- Develops, administers, monitors, controls and reports on annual capital and operating budgets. Attends Town Meeting and budget hearings as necessary to respond to. Explains and justifies budget variances.
- Works closely with various Town Departments, Leadership Teams, Boards, Committees and Commissions, as assigned, in the development of plans and policies for the Town's recreational programs and activities.
- Plans and oversees large public events such as Memorial Day Parade, Veterans Day Ceremony, concerts, etc. Provides support to community groups planning public events. Coordinates use of town and school facilities such as ball fields, recreation and park areas, state facilities such as the Corazzini Boat Ramp, and related facilities and ensures safe use of such facilities.
- Determines and assesses fee structure for all programs, activities and services and oversees the accounting of all collected fees, inclusive of online credit card compliance processing system used for online registration.
- Establishes, implements, monitors, and adjusts department policies and procedures as mandated by local, state and federal regulations.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Makes recommendations and develops plans for capital improvement projects.
- Performs other related duties as assigned.

## **PREPARATION, SKILL, KNOWLEDGE & ABILITIES:**

### **Education and Experience**

Duties require knowledge equivalent to a Bachelor's Degree in parks and recreation management, business management, or a related field and five (5) or more years of related experience working in a public parks and recreation environment, with three (3) years in a supervisory capacity, or any equivalent combination of education and experience. Certified Park and Recreational (CPRP) as granted by the National Recreation and Park Association (NRPA) preferred. Valid driver's license required.

### **Knowledge, Ability and Skill**

Knowledge of the principles and practices of municipal parks and recreation programs and the ability to make practical application of them.

Ability to communicate verbally and in writing, plan, manage, organize, speak publicly, supervise, foster, and maintain relationships. Ability to recognize town-wide priorities and work cooperatively to support their accomplishments.

Financial management, personnel management, customer service, marketing skills.

**WORKING CONDITIONS AND PHYSICAL DEMANDS:**

Work is performed in busy office conditions with regular interruptions to respond to requests for information for service. Regular periods are also spent outside requiring some exposure to weather conditions when directing special events and monitoring project work. The workload is subject to seasonal fluctuations; regular work schedule requires attendance at monthly evening meetings and special meetings as needed. The employee operates standard office equipment. Duties require regular contact with Town departments and residents. Contact is in person, by telephone, email and correspondence. Minimal physical effort is required to perform duties under busy office conditions with frequent interaction with the public. The employee is frequently required to stand, walk, sit, speak, hear and use hands to operate equipment. Travel by car within the Town and to neighboring communities as needed. Vision requirements include the ability to read routine and complex documents and view a computer monitor. The workload is subject to both predicted and unplanned fluctuations.

***The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.***

*\*External and internal applicants, as well as position incumbents who become disabled, as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.*

Approval

Date