

TOWN OF NEWTOWN
Assistant Director/Recreation
PARKS AND RECREATION DEPARTMENT
www.newtown-ct.gov

GENERAL STATEMENT OF DUTIES

Responsible for all Recreation programming, including screening, hiring, training and evaluation of appropriate staff. Advises the Director on plans for programs and takes the initiative in presenting plans to meet the recreational needs of the community. The Assistant Director may serve for the Director in his/her absence.

SUPERVISION RECEIVED

Works under the direct supervision of the Director of Parks and Recreation; assignments and duties are outlined in general terms.

SUPERVISION EXERCISED

Supervises all full and part-time staff, seasonal program staff, independent contractors and volunteers.

EXAMPLES OF DUTIES

PLAN, ORGANIZE AND SUPERVISE ALL RECREATION PROGRAMS

Maintain current programs:

- Assess and recommend changes to current programs.
- Develop, supervise and recommend to Director new programs and special events.
- Establish and monitor budgets for all programs (including salary & fee recommendations); maintain, review & approve payroll hours & supply inventory.
- Prepare contracts for all independent contractors and instructors.
- Enforce rules and regulations for all recreational programs.
- May need to adjust hours to complete required assignments; respond promptly to all emergencies, even if presented outside of scheduled business hours.

Coordinate the use of all facilities and equipment for all programs, serving as a liaison with the school offices and other community groups.

Prepare publicity for all programs, including quarterly brochures and other presentation materials, as directed. Maintain website.

Partner with other agencies/organizations, as directed.

Assist Director in the assessment of the recreational needs of the community, including short term and long range planning for community recreational activities.

Attend monthly Commission meetings and recreational seminars and conferences.

Answer telephones and disseminate information to the public, as needed.

Perform all other related duties as requested by the Director.

MINIMUM QUALIFICATIONS – KNOWLEDGE, SKILL AND ABILITY

Knowledge of municipal recreational programming or related field. Strong organizational, computer and public relations skills. Ability in written and oral expression; supervisory ability. Must be capable of working independently.

EXPERIENCE AND TRAINING

College graduate with a degree in recreational programming or related field, with not less than two years of employment in a formal recreational program, part time will be considered; or a minimum of five years experience in municipal recreation.

(This description lists only those job duties necessary for salary evaluation and does not include each and every job requirement).

Salary: \$60,000 - \$74,000/yr

Revised: 2/2024

**Please apply
Patrice.fahey@newtown-ct.gov
Office of Human Resources
3 Primrose Street, Newtown, CT 06470**

EEO/Affirmative Action employer