

JOB POSTING

PARKS AND RECREATION DIRECTOR

The Town of Deep River is seeking an experienced individual who will be responsible for designing, implementing, and overseeing a diverse range of recreational programs that cater to individuals of all ages and interests. This position requires creativity, leadership, and organizational skills. The Recreation Director performs administrative, supervisory, and professional work in the planning, development, and operations of a comprehensive public recreation program for the community.

Some, but not all, duties include the following:

- Planning, developing, directing, and managing the operations of the Town's recreation programs; ensuring compliance with all health and safety regulations and requirements. Coordinating the implementation of general policies and program review established by the Parks & Recreation Commission and Board of Selectmen.
- Planning, developing, directing, coordinating, implementing, evaluating, and monitoring a variety of community recreational programs. Reviewing and evaluating programs. Maintaining records of department activities services, personnel, and property.
- Creating department policies and department materials
- Preparing and administering department budgets. Overseeing the collection and accounting of departmental activity funds and park use fees. Writing and managing grants. Preparing and balancing bank deposits.
- Supervising department volunteers, seasonal employees, and contractors; selecting new personnel; providing instruction and training; planning, coordinating, assigning, and reviewing work; allocating personnel and maintaining standards.

REQUIREMENTS

Full Time Salaried position, with some nights and weekends
Able to stand, bend and lift objects up to 25 lbs.
Able to work in all types of weather.

QUALIFICATIONS

Qualifications are: Must possess an associate's degree (minimum) or a bachelor's degree (preferred) in Recreation, Park Management, or a related field plus four (4) years of professional experience involving the development, operation of park and recreation programs, including two (2) years in a supervisory capacity; or six (6) years of progressively responsible park and recreation program experience including three (3) years in a supervisory capacity; or any combination of training and experience which provides a demonstrated ability to perform the duties of the position.

Must have a valid Connecticut driver's license or be able to obtain one in sixty (60) days. Certification as a Park and Recreation Professional (CPRP) or Park and Recreation Executive (CPRE) preferred.

Must be CPR and First Aid certified or achieve certification within 90 days of employment. Must have knowledge of Google Sheets, Microsoft Office including Excel and Word. Knowledge of Rec Desk is a plus.

Must obtain National Parks and Recreation certification within 3 years of employment.

Salary range is \$60,000-\$65,000 plus benefits, commensurate with experience.

Deep River is an equal opportunity employer.

Please contact:

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