

**Job Title: Parks and Recreation Director**

**Location:** Bethany, Connecticut

**Position Overview:** The Park and Recreation Director will be responsible for the comprehensive planning, organization, and management of all parks and recreation activities within the municipality. This role involves overseeing a diverse range of programs and facilities, ensuring high-quality recreational opportunities for residents of all ages. The ideal candidate will have a strong background in recreation management, budgeting, personnel supervision, and community engagement. Familiarity with MyRec or similar program preferred.

**Key Responsibilities:****Program Management:**

- Oversee the planning and execution of seasonal programs, including the Summer Camp, Before & After-School Program, Bethany Hoops, and involvement in various community events such as the Fall Festival.
- Develop and implement additional recreational programs for children and adults, including baking, yoga, art classes, Zumba, and pickleball.
- In collaboration with the Parks and Rec Commission, create, revise, and update all program policies and procedures.
- Prepare monthly Director's Report to be shared with Park and Recreation Commission members.
- Attendance at monthly commission meetings.
- Related work, as needed.

**Facility Management:**

- Work with Finance Department on the rental process for municipal spaces, including the Lodge at Veterans Park, Pavilion at Veterans Park, Center Station, Town Hall, and horse rings.
- Ensure the maintenance and safety of all facilities, including ballfields, Veterans Park (beach, playground, tennis courts, basketball court), and vehicles/equipment.

**Finance and Budgeting:**

- Develop and manage the annual budget for the Parks and Recreation Department.
- Oversee accounts receivable (registration payments) and accounts payable, monitoring and approving all departmental spending.
- Research and apply for grants to enhance departmental funding.

**Personnel Management:**

- Recruit, hire, and train staff for seasonal and year-round programs.
- Conduct employee orientation, training, and ongoing supervision to ensure high-quality service delivery.
- Complete performance reviews and evaluations.

**Public Relations and Community Engagement:**

- Maintain and enhance the department's online presence through website management and social media outreach.
- Foster positive relationships with community members, local organizations, and stakeholders to promote recreational programs and events.

**Qualifications:**

- Bachelor's degree in Recreation Management, Sports Management, Public Administration, or a related field (Master's preferred).
- Minimum of three (3) years of experience in parks and recreation management, with a focus on program development and facility management.
- Strong financial acumen with experience in budget management and grant writing.
- Excellent communication, leadership, and interpersonal skills.
- Ability to work collaboratively with diverse groups and engage the community effectively.
- CPR/AED certification preferred.

**Physical Requirements:**

- Ability to perform physical tasks associated with event coordination.
- Willingness to work flexible hours, including evenings and weekends, as needed for events and programs.

**Salary:** Full-Time, 12-Month salaried position. \$65,000-\$75,000, commensurate with experience. Comprehensive Benefits Package.

**Application Process:** Interested candidates should submit a cover letter, resume, and a minimum of two (2) recent professional recommendation letters detailing relevant experience to the Bethany Park and Recreation Commission ([townofbethany@bethany-ct.com](mailto:townofbethany@bethany-ct.com)).

Join us in enhancing the quality of life in our community through vibrant parks and recreation programs!