



WESTPORT CONNECTICUT

PERSONNEL DEPARTMENT
TOWN HALL, 110 MYRTLE AVENUE
WESTPORT, CT 06880
PHONE (203) 341-1090
FAX (203) 341-1093

POSITION VACANCY

POSITION: Director of Parks and Recreation

SALARY: \$ 150,000/ Commensurate with Experience

RESPONSIBILITIES:

- **Lead and Innovate:** Spearhead a diverse range of community parks and recreation activities. From sports leagues and day camps to special events like concerts and holiday celebrations, you'll be at the forefront of bringing joy and activity to our community.
- **Facility Management:** Oversee the meticulous care and operation of our extensive facilities, including parks, beaches, athletic fields, marinas, pools, ice rinks, and a golf course. Ensure these spaces are safe, welcoming, and well-maintained for all users.
- **Community Partnerships:** Build and nurture relationships with public and private organizations to enhance our recreational offerings. Work closely with local businesses, cultural organizations, and community groups to create a network of support and collaboration.
- **Project Oversight:** Manage exciting capital projects from inception to completion. Lead the planning, design, and construction efforts, ensuring all projects meet community needs and are completed on time and within budget.
- **Budget Management:** Develop and oversee the department's budget. Ensure financial resources are used efficiently, transparently, and effectively to support our recreational programs and facilities.
- **Customer Service Excellence:** Foster a culture of exceptional customer service. Address community needs and concerns promptly, ensuring a positive experience for all park and recreation users.
- **Program Development:** Continuously assess and evolve our recreational programs to meet the changing needs of our community. Introduce innovative ideas and methods to keep our offerings fresh and engaging.
- **Promotion and Outreach:** Develop and execute promotional activities to increase participation and awareness of our programs. Utilize social media, community events, and partnerships to reach a broad audience.
- **Staff Leadership:** Lead and inspire a dedicated team of recreation professionals. Provide direction, training, and support to ensure high performance and a positive work environment.

QUALIFICATIONS:

- **Education:** Bachelor's degree in Recreation and Leisure Studies or a related field (Master's preferred). Or equivalent combination of education and experience.
- **Experience:** 8+ years in parks and recreation management, with at least 5 years in a supervisory role.
- **Certifications:** CPRP or CPRE by the National Recreation & Park Association is a plus.
- **Skills:** Strong leadership, project management, and communication skills. Ability to build effective community partnerships and manage multiple projects.

APPLY TO:

Personnel/HR Department
spaez@westportct.gov
Westport Town Hall
110 Myrtle Avenue Room 208
Westport, CT 06880

**Full Job Description Available Upon Request
EQUAL OPPORTUNITY EMPLOYER
Post Until Filled**