



The Town of Wethersfield Announces the Following Position

Director of Parks & Recreation – Full Time

Reports to:	Town Manager	Status:	37.5
Salary Range:	128,000-153,000 DOQ	Schedule:	8:00-4:30 +
FLSA:	Non-Exempt	Union/Non-Union:	Non-Union
Closing Date:	Open Until Filled	Date Posted:	January 6, 2025

Summary:

Under the general direction of the Town Manager plans, organizes and directs a comprehensive public recreation program for the community including special need programs and activities, and varied seasonal indoor and outdoor activities and programs for all ages. Administers the business affairs of the Recreation and Parks Department.

Examples of Specific Duties:

Plans, organizes and directs policies, operations activities and subordinates in the functional areas of Recreation, Therapeutic Recreation, Community Center, and Nature Center. Evaluates present programs and activities, evaluates recreational needs and requests for new recreation facilities, programs or activities, and develops short term and long-range planning for such programs determined to be feasible. Oversees the operation of indoor recreation centers including the scheduling of events and activities and determining and prioritizing the needs for physical repairs or maintenance. Administers personnel policies for the department and oversees the employment and evaluation of regular and seasonal employees. Coordinates departmental maintenance activities, events and programs with park maintenance, other Town departments, and independent agents as warranted. Provides staff assistance to the Advisory Recreation and Parks Board and other Boards and Commissions as assigned by the Town Manager. Prepares and presents statistical and narrative reports and provides consultation, advice and assistance as requested to Town staff and officials on issues or matters relating to recreation and parks. Prepares and administers an operating budget for the department.

Required Qualifications:

- Master's Degree in Recreation Administration and ten years of increasingly responsible work experience including five years' experience in a supervisory capacity; OR an equivalent combination of experience and training.
- Valid driver's license.

To Apply for This Position:

Completed Employment Applications must be received by Human Resources no later than the above date and time. An Employment Application and complete job description are available on the Job Opportunities page at www.wethersfieldct.gov. Mail or email application to: 505 Silas Deane Highway, Wethersfield, CT 06109 or HR@wethersfieldct.gov. **Only candidates selected for interviews will be contacted.**

Successful candidate must pass a written exam and/or interview process, pre-employment physical, drug testing and background check prior to employment. The Town of Wethersfield is an Equal Opportunity/Affirmative Action employer.