

Town of Tolland, Connecticut
Job Description

Position Title:	Director of Recreation	Grade Level:	NU - 5
Department:	Recreation	Date:	3/25/08
Reports to:	Town Manager	FLSA Status:	Salaried Exempt

Statement of Duties: The Director of Recreation is responsible for the development, implementation and administration of a variety of social, cultural and community-based recreational facilities, programs and activities to meet the needs of town residents of all ages. Employee is required to perform all other similar or related duties.

Supervision Required: Under administrative direction of the Town Manager, the employee works from municipal policies and department goals and objectives; individual establishes short-range plans and objectives, Town performance standards and assumes direct accountability for department results. Consults with supervisor where clarification, interpretation, or exception to municipal policy may be required. The employee/official exercises control in the development of departmental policies, goals, objectives and budgets. The employee is expected to attempt to resolve all conflicts which arise and coordinate with others as necessary.

Accountability: Duties include department level responsibility for technical processes, service delivery, and contribution to municipal wide plans and objectives and fiscal responsibility for the department including buildings, equipment and staffing utilization. Consequences of errors, missed deadlines or poor Judgment could severely jeopardize department operations or have extensive financial and/or legal repercussions to the municipality and/or loss of life to the public or employee.

Supervisory Responsibility: Employee is accountable for the direction and success of programs accomplished through others. The manager is responsible for analyzing program objectives, determining the various work operations needed to achieve them, estimating the financial and staff resources required, allocating the available funds and staff, reporting periodically on the achievement and status of the program objective; and recommending new goals. The manager typically formulates or recommends program goals and develops plans for achieving short and long-range objectives; determines organizational structure operating guidelines and work operations; formulates, prepares and defends budget and manpower requests and accounts for effective use of funds and staff provided; coordinates program efforts within the unit and with other departments; delegates authority to subordinate supervisors and holds them responsible for the performance of their unit's work; reviews work in terms of accomplishment of program objectives and progress reports, approves standards establishing quality and quantity of work; and assists or oversees the personnel function, including or effectively recommending hiring, training, and disciplining of employees. The employee is responsible for the supervision of one (1) full time, seven to ten (7-10) part-time and approximately 20-80 seasonal employees and 100 volunteers who work at different locations. Work operations are subject to substantial cyclical or seasonal fluctuations which can be reasonably anticipated.

Confidentiality: Employee has regular access at the departmental level to a wide variety of confidential information, including personnel records, lawsuits and client records.

Town of Tolland, Connecticut

Job Description

Judgment: Guidelines only provide limited guidance for performing the work. They may be in the form of administrative or organizational policies, general principals, legislation or directives that pertain to a specific department or functional area. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized as the department or functional area's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies.

Complexity: The work consists of employing many different concepts, theories, principles, techniques and practices relating to an administrative field. Assignments typically concern such matters as studying trends in the field for application to the work; assessing services and recommending improvements; planning long range projects; devising new techniques for application to the work, recommending policies, standards or criteria.

Work Environment: Working conditions involve occasional exposure to intermittent machine or related noise or a combination of unpleasant elements such as odors, chemical fumes, dust, smoke, heat, cold, oil, dirt or grease. Includes work under typical shop conditions or outdoor work which is suspended when weather conditions are poor. Work may involve occasional work at heights or in confined or cramped quarters, or work around machinery and its moving parts.

Nature and Purpose of Contacts: Contacts are constantly with co-workers, the public, groups and/or individuals such as civic leaders, peers from other organizations, representatives of professional organizations, and the news media. The employee serves as a spokesperson or recognized authority of the organization in matters of substance or considerable importance. The employee on behalf of a department to communicate departmental practices, procedures, regulations or guidelines. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

Occupational Risk: Duties generally do not present occupational risk to the employee with occasional exposure to risk or stress. Minor injury could occur, however, through employee failure to properly follow safety precautions or procedures. Examples of injury include minor bruises from falls, minor cuts or burns, or minor muscular strains from lifting or carrying equipment and/or materials.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Supervises and directs the development and implementation of year-round recreational programs, trips, events and services to meet the diverse needs of the citizens of Tolland.
2. Coordinates and interacts with other agencies representing other municipal and private organizations.
3. Interacts with public concerning events and incidents that arise as a result of programs

Town of Tolland, Connecticut Job Description

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4. Conducts research regarding possible new recreation programs and services based on consumer interests and feedback.
 5. Monitors contracts with special service providers to ensure quality programs and services.
 6. Develops and monitors quality assurance indicators which include evaluating structure, process and outcome.
 7. Provides a range of services to seasonal staff including recruitment, supervision and training.
 8. Develops and manages a citizen volunteer program to participate in various recreation programs.
 9. Develops and administers the department's operating budget and Recreation Special revenue Fund.
 10. Identifies, applies and administers grants in support of department operations and services.
 11. On behalf of the Town, serves as an advocate of recreational programs and services.
 12. Coordinates the scheduling and usage of town facilities and outdoor sites (The Lodge, All Weather Athletic Field and Cross Farms Concession Stand are examples)
 13. Evaluates the condition of town recreation facilities and works to secure appropriate resources to maintain said facilities and recreation sites.
 14. Prepares and develops the department's web page.
 15. Attends meetings and works with members of the Parks and Recreation Advisory Board.
 16. Develop, oversee and manage special events in the Town of Tolland.

Recommended Minimum Qualifications

Education and Experience: Graduate of a four year college with a Bachelor's degree in Recreation Management or related field and five (5) years of related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements:

Valid Class D Motor Vehicle Drivers License

State and National Certification as a Parks and Recreation Professional preferred

Knowledge, Abilities and Skill

Knowledge: Knowledge of the principles and practices of planning, supervising and evaluating community-based recreational activities; considerable knowledge of the materials, methods, safety precautions and techniques related to recreational grounds and facility maintenance operation. Knowledge of health and safety practices and procedures at recreation parks and facilities including risk management. Knowledge of the principles and practices of effective budgetary management. Working knowledge of computer hardware and office software in support of department operations.

Town of Tolland, Connecticut

Job Description

Abilities: Ability to establish and maintain effective working relationships with people of all ages, incomes and backgrounds; ability to develop innovative cost-effective programs to meet community needs; ability to prepare and administer budgets; ability to recruit, train and supervise subordinate personnel effectively. Ability to utilize data based systems to assist in the design and evaluation of programs; ability to prepare reports and maintain records in a detailed and organized manner. Ability to deal tactfully with disgruntled members of the public and also under emergency situations. Ability to communicate clearly and effectively in both written and oral forms. Ability to handle confidential information in a discrete manner. Ability to function independently within the broad scope of municipal and department policies and goals.

Skill: Excellent customer service skills; skill in coordinating various programs and projects simultaneously; strong communication skills, oral and written; training in interpersonal communication and mediation; experience in principles of teaching, accounting and budgeting.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Skills: Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as recreation equipment.

Motor Skills: Duties require minimal motor skills including the operation of a motor vehicle.

Visual Skills: Visual demands require the employee to constantly read documents for general understanding, routinely reading documents for analytical purposes.