



Job Opportunity

Senior Manager of Recreation Programs and Events

Location: Parks and Recreation Office, Town Hall, 2 Renshaw Road, Darien, CT

Hours: 35 hrs./wk. - 8:00 a.m. to 5:15 p.m., Monday – Thursday (*4-day work week*)

Compensation: Starting salary - \$85,238 to \$98,023, DOE (Grade F)
(*Eligible for full benefits package including health insurance (medical, Rx, dental & vision), Town pension plan, life insurance, paid holidays, vacation, sick leave, and personal leave*)

Closing Date: October 24, 2025

Job Summary: The purpose of this position is to assist the Director and Assistant Director of Parks & Recreation to plan, promote and supervise a comprehensive recreation program including, but not limited to, summer camp programs, youth programs, and related activities.

Supervision Received: Receives Administrative direction from the Director of Parks & Recreation.

Supervision Exercised: Supervises seasonal staff, volunteers, and program contractors.

Examples of Essential Duties:

Program Management

- Plans, manages, and operates the town summer camp program, as well as other educational, recreational, and social programs;
- Evaluates existing programs, recommends and implements changes, and develops new programs based on community needs;
- May be responsible for, or may assist with, various events as needed;
- Monitors facility safety and maintenance issues and reports to the Director;

Staff Recruitment, Training and Supervision

- Recruits, selects, trains, and evaluates seasonal and volunteer staff for assigned programs;
- Selects and evaluates program contractors;
- Develops and implements orientation and training programs for summer camp staff as necessary;

Administrative and Financial Management

- Performs administrative functions such as payroll, purchase orders, contracts, payments, and related tasks;
- Develops budget projections and manages budgets for assigned programs, specifies and purchases materials/supplies and prepares bids as necessary;
- Administers business functions necessary for proper operation, including assisting with program policy development;
- Analyzes information/data and prepares departmental program and facility reports;
- Maintains a high-level of confidentiality of all records (e.g. scholarship requests/recipients; medical information and situations);

Community Relations

- Serves as Department liaison to schools, police, recreational, social service, and community organizations to support the development and implementation of programs to meet social and cultural needs of young people and may attend meetings as necessary;
- May serve as administrative support to the Youth Commission;
- Assists clerical staff with program registration, rosters, mailings, collection of fees, and general customer service;
- Manages and promotes a monthly community calendar focused on programs and events available to Darien youth, soliciting input from appropriate youth related organizations in Town;
- Works closely with the Assistant Director and Police Department to assure safety of the public and administers first aid if appropriate;

General

- Performs all essential job functions in a safe manner and reports all accidents immediately to the Director;
- Maintains and improves upon the efficiency and effectiveness of all areas under their direction and control;
- Keeps current with trends through training and professional development;
- Assists other department staff as needed to promote a team effort to serve the public;
- Performs related duties as required.

Knowledge, Skills and Abilities:

- Knowledge of the principles and practices of modern recreation programming and administration;
- Ability to apply management principles and techniques including, but not limited to, staff recruitment and supervision, scheduling, communications, recordkeeping, and evaluations;
- Considerable interpersonal and communication skills;
- Proficiency in using computers and related software applications (e.g., Microsoft Office, program registration systems, and email).
- Ability to understand and follow written and oral instructions, work independently, collaborate effectively as a member of a team;
- Ability to manage multiple projects, programs, and requests simultaneously while maintaining attention to detail;
- Ability to develop, implement, and evaluate a variety of programs and services;
- Strong organizational, analytical and problem-solving skills;
- Ability to create, manage, and monitor program budgets;
- Ability to establish and maintain effective working relationships with community organizations, schools, other departments, co-workers, and members of the general public;
- Ability to manage conflicts and issues with patience and diplomacy;
- Ability to recruit, train, develop and supervise staff, including seasonal employees, volunteers and school interns;
- Ability to work with individuals from diverse backgrounds.

Minimum Qualifications:

A bachelor's degree in recreation, physical education, leisure studies or a related field from an accredited college or program and three (3) to five (5) years of experience in recreation programming or organizations similar to municipalities is required. With a degree in an unrelated field, candidates may have any combination of education, experience, and training that would demonstrate the ability to perform the duties of the position. Incumbents in this position are required to maintain a valid motor vehicle operator license, as well as certifications in CPR/AED and First Aid.

Application Procedure

Applications may be emailed to kdunn@darienct.gov (Reference “Senior Manager of Recreation Programs and Events” in the subject line and submit attachments in Word or PDF format) or mailed to Ms. Karen Dunn, Human Resources Department, Town of Darien, 2 Renshaw Road, Darien, CT 06820. Please submit the following three (3) documents:

1. Cover Letter;
2. Typed Town of Darien [Employment Application](#) (available on the Human Resources Webpage); and
3. Resume.

The Town of Darien is an equal opportunity employer and does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of intellectual disability, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Town when necessary.

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