



JONATHAN ALTSHUL  
TOWN MANAGER

# TOWN OF NEWINGTON

200 GARFIELD STREET  
NEWINGTON, CONNECTICUT 06111

## CAREER OPPORTUNITY

<b>POSITION:</b> <b>Superintendent of Parks &amp; Recreation</b>	<b>PAY RANGE:</b> \$120,000- \$135,000/yr	<b>CLASSIFICATION/ GRADE:</b> A-11	<b>EEOC</b> Admin.
<b>LOCATION:</b> Parks & Recreation Office Town Hall	<b>APPLY BY:</b> February 10, 2026	<b>APPLY TO:</b> Town Manager 200 Garfield Street Newington, CT 06111	

**Applicants should submit a cover letter and résumé or an official Town of Newington application by email to [hshonty@newingtonct.gov](mailto:hshonty@newingtonct.gov) (Heather Shonty) to be considered.**

### POSITION DESCRIPTION

Under the general administrative supervision and direction of the Town Manager and functional direction of the Board of Parks and Recreation, plans, organizes and directs a comprehensive group of organized recreational, sports and aquatics, social and cultural programs for the community; and oversees the planning for, and care of parks, recreation and other areas and facilities within the Department's jurisdiction.

### ESSENTIAL FUNCTIONS:

- Responsible for developing a flexible and anticipatory organization which will provide cost effective and customer friendly delivery of appropriate services to the community and in providing training and development of staff.
- Oversees the preparation of and administration of the adopted departmental operating budget.
- Administers, supervises, leads and evaluates program activities in the functional areas of administration, parks and facilities maintenance, recreation programming, leagues and activities scheduling and public relations.
- Initiates, coordinates, and supervises a variety of community recreational, sports and aquatics, social and cultural programs.
- Responsible for the development and implementation of policy, in conjunction with the Board of Parks and Recreation, for recreational and park usage, priorities and programs.
- Reviews and approves or develops operating procedures for the use of outdoor and indoor swimming facilities, athletic fields, recreational facilities, and all recreational programming and activities.
- Meets with various citizen groups to develop interest in and explain and interpret the parks and recreation program and to seek advice concerning department goals and policies.
- Directs the promotion of and publicity regarding programs and facilities utilizing appropriate media including but not limited to seasonal brochures, news releases and the internet.
- Responsible for recommending fees and charges to the Board, for approval, to meet budgetary requirements and for the supervision of the collection and accounting of various approved fees and charges.
- Attends meetings of Board of Parks and Recreation, providing it with professional and administrative assistance and administering its adopted policies.
- Serves as liaison to various committees, private and service organizations involved in culture, parks and recreation within Town.
- Reviews and analyzes unresolved citizen service requests and complaints received by the department and takes appropriate action to resolve them.
- Coordinates and confers with Federal, State and regional agencies and local groups on coordination of projects and programming.
- Prepares recreational grant requests to State and Federal agencies, and other organizations, for financial assistance.
- Participates in professional recreational organizations to remain current on new developments in the field of recreation.
- Responds to emergency situations involving department facilities and personnel.

### MINIMUM QUALIFICATIONS:

- Bachelor's Degree in recreation, leisure activities, parks management, or closely related field from an accredited college or university and a minimum of five (5) years of progressively responsible experience in municipal or group recreation and park administration work, including three (3) years of supervisory experience.

**For more information regarding the job description, please visit our Town website ([www.newingtonct.gov](http://www.newingtonct.gov)) and select employment opportunities.**

The Town of Newington is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of age, sex, race, color, religion, marital status, sexual preference, national origin, or disability.

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