



JONATHAN ALTSHUL
TOWN MANAGER

TOWN OF NEWINGTON

200 GARFIELD STREET
NEWINGTON, CONNECTICUT 06111

CAREER OPPORTUNITY

POSITION: Superintendent of Parks & Recreation	PAY RANGE: \$120,000- \$135,000/yr	CLASSIFICATION/ GRADE: A-11	EOC Admin.
LOCATION: Parks & Recreation Office Town Hall	APPLY BY: February 10, 2026	APPLY TO: 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 (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.](#)

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