



TOWN OF CLINTON
Director of Parks & Recreation
JOB DESCRIPTION

TITLE:	Director of Parks & Rec
DEPARTMENT:	Parks and Recreations Department
REPORTS TO:	Town Manager
DIRECT REPORTS:	Full-time, part-time, and seasonal Parks & Recreation and Beach staff
FLSA STATUS:	Union / Salary / Exempt
UNION:	Clinton Supervisory Employees Local 818 of Council #4
HOURS:	35 Hours per week, Full-Time
LOCATION:	Parks & Recreation Office / Town Facilities / Clinton Town Beach

GENERAL DESCRIPTION

The Director of Parks and Rec performs professional, administrative, and supervisory work in planning, organizing, and directing a comprehensive municipal parks and recreation system. This position oversees all Town parks, recreational facilities, programs, and special events to enhance quality of life, promote community engagement, and ensure safe and accessible public spaces. It is essential that the Director of Parks and Rec provides leadership in long-range planning, operational management, and community collaboration, and will work closely with the Parks & Recreation Commission to implement policies and support Town recreation goals. Oversees Clinton Town Beach operations, including seasonal staff supervision and public access management.

KEY RESPONSIBILITIES

Program Administration & Community Engagement

- Develop partnerships with community organizations, youth sports groups, schools, and other stakeholders.
- Promote community engagement through innovative programming and inclusive recreational opportunities.
- Provide staff support and professional guidance to the Parks & Recreation Commission and other boards as assigned.

Facility & Operations Management

- Oversee the operation, maintenance, safety, and improvement of all Town parks, recreational facilities, athletic fields, and Town Beach.
- Directly oversee Clinton Town Beach operations, including seasonal preparation, safety compliance, and supervision of lifeguards, gate staff, and maintenance personnel.



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JOB DESCRIPTION

- Coordinate with Public Works and other Town departments to ensure proper facility maintenance and capital improvements.
- Collaborate with the Board of Education to coordinate athletic field scheduling, shared facility use, and maintenance planning.

Personnel Management

- Hire, train, supervise, and evaluate full-time, part-time, and seasonal employees.
- Establish staff schedules, assign work, and monitor performance to ensure efficient and effective operations.

Financial & Administrative Management

- Manage procurement, contracts, and financial reporting related to Parks & Recreation operations.
- Pursue grant opportunities and alternative funding sources to enhance programs and facilities
- Ensure compliance with all local, state, and federal regulations related to parks, recreation, and beach operations.

KNOWLEDGE, SKILLS & ABILITIES

- Bachelor's degree in Parks & Recreation Management, Public Administration, Sports Management, or related field (Master's degree preferred).
- Minimum of five (5) years of progressively responsible experience in parks and recreation administration, preferably in a municipal environment, including supervisory experience.
- Strong knowledge of recreation programming, park operations, and public facility management.
- Demonstrated experience in budget preparation, fiscal management, and project oversight.
- Ability to supervise and motivate a diverse workforce, including seasonal staff.
- Strong leadership, communication, organizational, and interpersonal skills.
- Experience or certification in playground safety and/or athletic field safety preferred.
- CPR and First Aid certification, or ability to obtain.

PHYSICAL REQUIREMENTS

This position requires a combination of office and field work. Duties may include extended periods of sitting, standing, walking, and use of office equipment. The employee may occasionally be



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required to lift or move items up to 25 pounds. The position also requires site visits to parks, recreation facilities, and beach locations in various weather conditions. Vision requirements include close vision, distance vision, and the ability to adjust focus.

This position requires the ability to perform the essential functions of the role, with or without reasonable accommodation. The Company will provide reasonable accommodations in accordance with applicable law.

DISCLAIMER

The duties listed are examples and not exhaustive. Related tasks may be assigned as needed. The Town of Clinton may modify job requirements at any time.

The Town is an Equal Opportunity Employer. We provide equal employment opportunities to all individuals without regard to race, color, religious creed, age, sex, pregnancy, sexual orientation, gender identity or expression, marital status, national origin, ancestry, disability, genetic information, veteran status, status as a victim of domestic violence, or any other protected characteristic under federal, state, or local law.

Applicants must be legally authorized to work in the United States. The Company participates in the Form I-9 employment verification process.

Email your resume, cover letter and employment application to our HR department at HR@McInnisInc.com Applications will be reviewed on a rolling basis until the position is filled. The Town of Clinton is an Equal Opportunity Employer.