

**JOB POSTING**

**FULL-TIME POSITION**

**DIRECTOR OF RECREATION**

**LEVEL- E-4**

**SALARY RANGE \$ 42.52- \$59.77- HOURLY**

**\$77,686.00- \$109,203.00 ANNUALLY**

**POSITION AVAILABLE WITHIN THE**

**RECREATION DEPARTMENT**

**SUBMIT APPLICATION AND RESUME**

**TO HUMAN RESOURCES UNTIL FILLED**

**JOB DESCRIPTIONS ARE AVAILABLE AT**

**HUMAN RESOURCES DEPARTMENT**

**DEADLINE-**

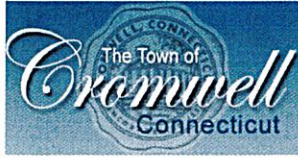
**OPEN UNTIL FILLED**



## Town of Cromwell, Connecticut Job Description

<b>Job Title:</b>	Director of Recreation	<b>Position No.:</b> 600	<b>Date:</b> 09/2021
<b>Supervisor's Title:</b>	Town Manager	<b>Department:</b>	Recreation
<b>Total Direct Reports (If Applicable):</b>	Number: <u>  1  </u> Supervisors <u>  1  </u> Non-Supervisors	<b>FLSA Status:</b>	<u>    </u> Exempt <u>  X  </u> Non-Exempt
	<b>Titles:</b> Recreation Supervisor Administrative Secretary I	<b>Town Manager Approval:</b>	

<b>Summary Statement</b>	Plans, organizes and directs a comprehensive recreation, cultural and leisure program for the community including special programs and activities. Coordinates therapeutic recreational activities offered by the Town.
<b>Essential Functions</b>	<p><b>1.</b> Responsible for departmental programs and activities. Evaluates present programs and activities, department needs and requests for new recreation facilities, programs or activities, develops short-term and long-range planning for such programs determined to be feasible. Oversees the operation of indoor and outdoor recreation programs and facilities, including the scheduling of events and activities; determines and recommends priorities for repairs and maintenance, and projects the ability for programs to generate revenue. Coordinates and performs work in the registering of program participants, including the collection of program fees. Develops brochures, flyers, web page, new releases and other informational material about department programs and activities. Coordinates departmental activities, events, and programs with Park Maintenance and other Town departments and schools and outside agents as warranted.</p> <p><b>2.</b> Administers the business affairs of the Department of Recreation by planning, organizing and directing policies, operations and activities in the department. Reviews and approves or develops as warranted, operating procedures for the use of athletic fields, recreation facilities, department programming and activities; maintains, sets up and removes program facilities. Receives and investigates complaints and takes necessary action as warranted. Prepares and presents statistical and narrative reports and provides consultation, advice and assistance as requested to Town staff and officials on issues or matters relating to recreation and parks. Prepares and administers an operating budget for the department.</p>



## Town of Cromwell, Connecticut Job Description

	<p><b>3.</b> Administers human resources/staffing matters for the department. Administers personnel policies for the department and coordinates the employment, training and evaluation of seasonal employees. Assigns, trains and supervises seasonal employees and volunteers. Provides staff assistance to the advisory Parks and Recreation Board. Teaches various recreation classes as needed.</p> <p><b>4.</b> Prepares specifications for equipment, materials and supplies.</p> <p><b>5.</b> Performs other related duties as assigned.</p>
<b>Expected Outcomes</b>	Delivery of a comprehensive and effective recreation, cultural and leisure programs for the community.
<b>Critical Work Relationships</b>	<ol style="list-style-type: none"> <li>1. Other Town departments</li> <li>2. Schools</li> <li>3. Outside agents</li> <li>4. General public.</li> </ol>
<b>KSAs</b> ( <i>Knowledge, Skills, and Abilities</i> )	<p><b>Knowledge:</b></p> <ol style="list-style-type: none"> <li>1. Principles and practices of recreation programming, municipal recreation administration, and parks maintenance.</li> <li>2. Arts, crafts, aquatics, and other sports and social activities are usual in public recreation programs.</li> <li>3. Social trends and indicators and their impact on recreational policy.</li> </ol> <p><b>Skills:</b></p> <ol style="list-style-type: none"> <li>1. Coordinate the operation and the maintenance of indoor and outdoor facilities.</li> <li>2. Develop short-term and long-range comprehensive plans for programs and activities, and to implement and evaluate such programs and activities.</li> <li>3. Prepare and present statistical and narrative reports in oral and written form.</li> <li>4. Prepare and administer an annual operating budget.</li> </ol> <p><b>Abilities:</b></p> <ol style="list-style-type: none"> <li>1. Managing Projects or Programs</li> <li>2. Fiscal Accountability</li> <li>3. Relationship Building (with Town staff and officials, the public and the media)</li> <li>4. Staff Management (to department supervisors, permanent part time, seasonal and volunteer staff)</li> </ol>
<b>MINIMUM Qualifications</b>	<b>Education and Training:</b>



Town of Cromwell, Connecticut  
Job Description

	<ul style="list-style-type: none"> <li>• Graduation from an accredited college or university with a Bachelor's Degree in Recreation plus five (5) years of increasingly responsible work in recreation.</li> <li>• Alternatively, an equivalent combination of education, training and experience.</li> </ul> <p><b>Age, Citizenship, Licensure and Background Screening:</b></p> <ul style="list-style-type: none"> <li>• Must possess or obtain First Aid/CPR certification within six (6) months of employment.</li> <li>• Possess or able to obtain a valid motor vehicle driver's license.</li> </ul>
<b>PREFERRED Qualifications</b>	<ul style="list-style-type: none"> <li>• Up to seven (7) years of increasingly responsible work in recreation or an equivalent combination of education, training and experience.</li> </ul>

*Required Physical Effort and Required Equipment Operation to be included in separate document(s).  
Performs other related duties as required.*

**FULL-TIME EMPLOYMENT OPPORTUNITY**  
**35 HOURS PER WEEK**  
**UNION POSITION**  
**SALARY RANGE: \$42.52- \$59.77 HOURLY RATE**  
**\$77,686.00- \$109,203.00 ANNUAL RATE**  
**DEADLINE TO APPLY- OPEN UNTIL FILLED**  
**SEND APPLICATIONS & RESUMES TO:**  
**TOWN OF CROMWELL**  
**41 WEST STREET**  
**CROMWELL, CT 06416**  
**ATTENTION: HUMAN RESOURCES**  
[sgionfriddo@cromwellet.com](mailto:sgionfriddo@cromwellet.com)