



TOWN OF BROOKLYN

P.O. Box 356 - Route 6 and 169
BROOKLYN, CONNECTICUT 06234

OFFICE OF THE SELECTMEN
(860) 779-3411 x111

TOWN CLERK
(860) 779-3411 x136

TAX COLLECTOR
(860) 779-3411 x125

ASSESSOR
(860) 779-3411 x120

Position Title: Parks & Recreation Director
Department: Recreation
Reports to: First Selectman
Status: Full Time (35 Hours per week), 12 Months, Exempt, Non-Union
Starting Salary Range: Grade N-1-35 (\$60,404.43 - \$63,655.06)
Position Salary Range: Grade N-1-35 (\$60,404.43 - \$72,546.50)

This position offers a comprehensive benefits package, including health, dental, and vision insurance. Employees are eligible for participation in a pension plan, as well as paid time off (PTO) for vacation, personal days, and holidays.

GENERAL SUMMARY:

The Parks & Recreation Director is responsible for the planning, organizing, and supervision of a comprehensive public parks and recreation program for the community including special programs and activities, and varied seasonal indoor and outdoor activities and programs for all ages. The Parks & Recreation Director also evaluates the needs of the various populations it serves and seeks out new ideas and methods to provide the appropriate services. This position also handles the administrative aspects of the office including budget planning. The Parks and Recreation Director is required to exercise considerable independent judgment in administering and managing the department.

MAJOR DUTIES:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Plans, organizes, initiates and directs parks and recreational operations and activities in the department and evaluates the effectiveness of programs and recreational needs of the community.
- Oversees the operation of indoor and outdoor parks and recreation programs and facilities including the scheduling of events, facilities and activities; determines and recommends priorities for repairs and maintenance of fields, scheduling staff; coordinating with sports leagues; accepting registrations; training staff; distributing equipment.
- Coordinates with direction from Highway Department regarding snow plowing of Town facilities; including sidewalks and fire departments.
- Reviews and approves or develops as warranted, operating procedures for the use of outdoor facilities, athletic fields, recreation facilities, all recreational programming and activities; develops safety practices for use of all facilities and programs.
- Conducts orientation program for seasonal staff; contracts program instructors and /or entertainers as needed for youth and adult programs and performances; recruits volunteers for programs.
- Works with the Highway Department to coordinate general upkeep of Town grounds, mowing, trails and turf management.
- Develops and maintains a good working relationship with the Highway Department and Brooklyn Schools with regards to overlapping responsibilities to ensure efficient operation of duties and equipment.
- Assures safe working conditions for employees through training programs as required by State and Federal Agencies
- Supervises and conducts the registering of program participants including the collection of program fees; develops and maintains registration lists.

- Supervises the preparation and distributes news releases, advertisement, brochures and other informational material about department programs and activities.
- Supervises the Parks Maintenance functions, provides turf management advise to staff.
- Provides staff guidance as appropriate to the advisory Parks and Recreation Commission.
- Set up and take down of equipment for various indoor and outdoor programs.
- Manage the office and duties alone when staff unavailable
- Supervises and trains staff. Consults with First Selectman on such personnel actions as hiring, termination, and discipline and obtains approval from First Selectman for such personnel actions.
- Prepares and administers operating budget for department.
- Submits oral and written reports to Town officials.

(The above statements are intended to describe the general nature and level of work being performed by the person assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.)

MINIMUM QUALIFICATIONS:

Education, Training and Experience:

The qualifications required would generally be acquired with a Bachelor's Degree in Recreation or some closely related field and 3 years of responsible recreation experience, including supervisory experience. A Master's Degree in recreation or related field may be substituted for two years work experience in the recreation field; or an equivalent combination of education, work experience and training. Valid motor vehicle operator's license and CPR/First Aid Certification required.

Knowledge, Ability and Skill:

The position requires comprehensive knowledge of recreation programming, municipal recreation and parks administration, including facility operations, maintenance coordination, turf management, and awareness of social trends affecting community programs. It involves the ability to develop, implement, and evaluate both short- and long-term plans while managing multiple projects and overseeing staff, volunteers, and camp personnel. The role also demands strong budgeting skills and the ability to work effectively with town officials, staff, the public, and media. Success in this role depends on excellent communication, organizational, and interpersonal skills, along with proficiency in office systems and demonstrated leadership in supervising and training staff.

SUPERVISION:

Supervision Exercised:

Supervises the Recreation Assistant, Parks & Recreation Maintainers; part time and seasonal staff including before and after school recreation program staff, summer camp staff, and instructors; developing job direction, assigning tasks, providing instructions as needed, and monitoring performance.

Supervision Received:

Works under the direction of the First Selectmen; follows established polices where appropriate. Receives advice from Parks & Recreation Board.

WORKING CONDITIONS/PHYSICAL DEMANDS:

(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

This position involves a mix of administrative, communication, and physical duties. Work is performed in a moderately noisy office with frequent public interaction, as well as at indoor and outdoor recreation sites in varying weather conditions. The role requires regular travel, inspections, and coordination with municipal departments, schools, vendors, volunteers, and the public through multiple communication methods.

Employees must use standard office equipment and drive to program sites, where they assist with setup and takedown. The job requires physical activity such as standing, walking, lifting up to 50 pounds regularly and 75 pounds occasionally, and occasional climbing or kneeling. Strong vision, hearing, and verbal communication skills are also essential.

*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.

*Interested candidates will need to complete the online application found on the Town of Brooklyn website and send a cover letter and resume to Human Resources at humanresources@brooklynct.org
Applications will be reviewed on a rolling basis until the position is filled.*