

TOWN OF REDDING

Job Posting: Director of Park and Recreation

The Town of Redding, CT (population 9,000) is accepting applications for Director of the Park and Recreation Department. This position reports to the First Selectperson for the day-to-day administration of the department and to the Park and Recreation Commission for programmatic development. Please see below for a detailed job description and list of qualifications.

SALARY AND BENEFITS

This is a full-time, salaried position, with a minimum of 40 hours per week, including some nights and weekends. Salary is \$90,000 to \$100,000, depending on qualifications and experience. A full benefits package is provided, including medical, dental, vision, life, and disability insurance; Health Savings Account contribution; CMERS defined benefit pension plan; and paid vacation, sick time, personal days, and holidays.

KNOWLEDGE, SKILLS & ABILITIES

- Bachelor's degree in Park & Recreation Management, Business, Education, Public Administration, or a related field. Master's degree in a related field preferred.
- Minimum of five (5) years of progressively responsible experience in Park and Recreation administration, preferably in a municipal environment, including supervisory experience.
- A record of demonstrable success implementing and managing a comprehensive community recreation operation.
- Must possess a valid driver's license.
- CPR and First Aid certification, or the ability to obtain certification within ninety (90) days of hire.
- Knowledge of the principles and practices of recreation and leisure services administration, and related public administration.
- Knowledge of community needs and recreational program options.
- Strong leadership, exceptional communication, organizational, and interpersonal skills.
- Experience in budget preparation, fiscal management, and project oversight.
- Experience in strategic and long-range planning.
- Experience developing and executing integrated marketing materials and social media.
- Proficiency with personal computers and the Microsoft Office Suite, with the ability to learn internal recreation software (RecTrac). Proficiency in Google Suite and Canva a plus.
- Ability to establish and maintain effective working relationships with supervisors, subordinate staff, other agencies, and the general public.

GENERAL STATEMENT OF DUTIES

The Director of Park and Recreation performs professional, administrative, and supervisory work in planning, organizing, and directing a comprehensive municipal park and recreation system. This position oversees Topstone Park, the Town's recreational facilities, programs, and special events to enhance the quality of life, promote community engagement, and ensure safe and accessible public spaces. The Director provides leadership in long-range planning, operational management, and community collaboration, and works closely with the Park and Recreation Commission to implement policies and support the Town's recreation goals.

ESSENTIAL FUNCTIONS

- Design, implement, and oversee year-round recreational, educational, cultural and wellness programs tailored to all demographics to promote community engagement and inclusive recreational opportunities for all residents.
- Act as the primary liaison for youth sports leagues, adult athletic association, and local groups regarding athletic field allocations, gymnasium usage and tournament scheduling.
- Provide support to Park and Recreation staff and professional guidance to the Park and Recreation Commission.
- Assume management responsibility for all services and activities of the Park and Recreation Department.
- Directly supervise the Assistant Director and administrative staff; oversee Topstone Park, travel camps, summer camp, and after-school care, including seasonal preparation, safety compliance, training and supervision of counselors and lifeguards.
- Attend all regular and special Park and Recreation Commission meetings and communicate regularly with the First Selectperson.
- Maintain and account for expenditures of approximately \$1.2 million dollars and revenue of approximately \$800K annually in accordance with budget appropriations and work with the Commission in the preparation and presentation of the Park and Recreation annual budget.
- Maintain safety, cleanliness, and functionality across town-owned assets, which typically include the community center, tennis and pickle ball courts, community garden and parks, playgrounds, walking trails, and athletic fields.
- Ensure all recreation programs and facilities adhere to strict municipal safety standards, state regulations and liability protocols, including staff background checks and First Aid/CPR certifications.

REQUIRED PHYSICAL EFFORT

The physical demands described here are representative of those that must be met to perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions. Work involves sitting, walking, or standing at a work area for extended periods; frequent travel to program sites, meetings, and seminars; and occasionally lifting and carrying boxes and equipment weighing up to 25 pounds.

TO APPLY

Applications may be obtained at the Town of Redding's website at <https://reddingct.gov/about-redding/jobs/> and must be submitted along with a resume and cover letter to Ginger Fiore, Executive Assistant to the First Selectperson, at gfiore@reddingct.gov.

The Town of Redding provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need accommodation in the application process, please contact the Human Resources Department at jsanders@reddingct.gov before submitting your application.

The Town of Redding is AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER