

*Assistant Recreation Director  
September 4, 2025  
Job Title: Assistant Recreation Director  
Department: Recreation  
Status: Full-time hourly with benefits  
Salary: between \$55,000 - \$65,000*

***Job Summary:***

*The Waterbury Recreation Department is seeking an enthusiastic, hard-working, innovative, and independent Assistant Recreation Director. The Assistant Recreation Director works closely with the Recreation Director in a two-person, year-round department.*

*The Assistant Recreation Director will plan, staff, and oversee a variety of recreation programs and events, both supporting existing initiatives and developing future programs and events. The Assistant Recreation Director is responsible for working directly with children to provide a safe, responsible, well-supervised afterschool and summer programs. The position is responsible for implementing lesson planning and activities, a positive learning environment, establishing a positive rapport with children and guardians, co-workers, and preparing materials and supplies. During the summer, the Assistant Director will also be a Camp Director at the Waterbury Recreation Summer Camp.*

*The individual will help manage the recreation department's communications, including our website and social media. Experience with aquatics is preferred. The position reports to the Town Recreation Director.*

***Duties/Responsibilities:***

*Programs/Event Management, Supervision, and Support:*

- Oversee the operation and implementation of assigned recreation and parks programs, events, and activities, including budget monitoring and control, program evaluation, and scheduling and coordinating programs/activities.*
- Evaluates the program daily to suggest improvement, needs, hazards, and/or trends to Recreation Director for further evaluation*

- *Plan, coordinate, implement, and supervise assigned recreation and parks programs, activities, and special events, including daytime, evening, and weekend programs.*
- *Handle communications with the community in a timely manner, including questions and complaints. Brings unusual matters to the attention of the Recreation Director.*
- *Assist with the recruitment, hiring, and supervising of recreation staff, including approximately 30 seasonal camp employees and 30 seasonal pool employees.*
- *Serve as liaison and coordinate activities with other community organizations.*
- *Organize, coordinate, and facilitate the logistical needs of the assigned programs/functions, including, but not limited to, arranging for necessary facilities, staffing, scheduling, and advertising/promotion.*
- *Administrative work pertaining to programs, participants, and municipal process*
- *Maintain and inventory supplies, equipment, and materials in support of athletic and recreation programs*
- *Assist with facility inquiries and rentals*
- *Teach and certify staff in First Aid & CPR.*

#### ***Communications and Marketing:***

- *Design and create effective tools designed for marketing recreation and park programs/activities/special events through a variety of media, which may include, but is not limited to, public service announcements, print/radio/television advertising, news releases, photography, social media, fliers through schools, and school visits.*
- *Utilize social media and other online communication tools to stay current with trends for effective communication.*
- *Take, and/or coordinate the collection of, photographs from programs.*

- *Develop new/improved creative marketing programs designed to increase program participation and community involvement.*
- *Contribute to creating the brochures for fall, winter/spring, summer, and special events.*

#### ***Finance and Administration:***

- *Monitor expenses and revenues of assigned programs in accordance with the approved/modified budget.*
- *Coordinate, initiate, prepare, process, and/or monitor a variety of forms, records, schedules, reports, and other documents related to assigned programs involving background research, compiling, and analysis of data from various sources.*
- *Use recreation software on a daily basis. Upload, change, cancel, add, and delete programs to ensure the information in the system is accurate. Assist customers in navigating online registrations.*
- *Recruit, coordinate, and oversee the supervision of volunteers within assigned programs.*

#### ***Other Professional Duties:***

- *Confer and communicate regularly with Recreation Director, department personnel, and relevant internal and external organizations and individuals to plan, coordinate and evaluate programs, activities, projects, special events, and policies. Exchange information and resolve conflicts.*
- *Attend Recreation and Park state meetings and Waterbury Recreation Committee meetings, and volunteer for committee assignments with approval from Director.*
- *Travel to conferences and workshops where the subject matter will enhance recreation and park services.*
- *Seek out and actively participate in opportunities for professional development to enhance recreation knowledge and abilities, to support Recreation Department goals and strategic plans, and/or as may be directed by the Director.*

- *Design procedures or make recommendations to the Director that will enhance or improve the effectiveness and efficiency of the department within the available resources.*
- *Fill in for and/or assist the office staff in performing registration procedures and other office duties as necessary.*

### ***Required Skills/Abilities:***

*The Assistant Director will need to have:*

- *Necessary verbal and written communication skills*
- *Ability to write reports, business correspondence, and procedure manuals*
- *Good customer service skills*
- *Strong organization and problem-solving skills*
- *The ability to work independently and with others*
- *The ability to supervise seasonal staff*
- *The ability to serve, communicate with, and work with a diverse population*
- *Proficiency in Microsoft Word, Excel, Adobe programs (preferred)*
- *Experience with MyRec.com software (preferred)*
- *Must pass criminal background check and fingerprinting*

*Work Environment: The employee occasionally encounters fumes/odors, hazardous materials/infectious diseases, hazardous equipment, and high working places. The employee is regularly dealing with dirt and dust and must drive on a regular basis. There is also constant contact with outside weather conditions. The noise level is moderate.*

*Physical Demands: While performing the duties of this job, the employee is constantly required to stand; walk; see, talk, and hear. The employee is occasionally required to climb/balance and stoop, kneel, crouch, or crawl. The employee must frequently lift, carry and/or move up to 75 pounds; drive; push or pull; and reach with hands and arms. On a regular basis, the employee is using hands and fingers for dexterity and using the computer. The employee is also frequently handling*

*stressful situations and resolving conflicts. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.*

*Travel Required: Occasional travel to local, state and regional meetings. Travel to state, regional and national conferences for professional development.*

*Education and Experience:*

***The Assistant Director must have:***

- 3 years of related experience, preferably in a position supervising programs and other staff, OR*
- A combination of experience and education that may be considered equivalent to the previous requirement – College work in a related area (Recreation, Athletics, Education, Business, Public Administration) is helpful; an associate's degree at minimum is preferred.*
- CPR/First Aid Certification (preferred)*
- Lifeguard certification (preferred)*
- Candidate shall pursue and obtain these certifications, if not presently certified*

***Town of Waterbury Declaration of Inclusion:***

*Waterbury condemns racism and welcomes all people, regardless of race, color, religion, national origin, sex, gender identity or expression, age, or disability, and will protect these classes to the fullest extent of the law. As a town, we formally condemn discrimination in all of its forms and commit to fair and equal treatment of everyone in our community. Waterbury has and will continue to be a place where individuals can live freely and express their opinion.*

*Interested applicants should complete an [Employment Application](#) and send to Katarina Lisaius ([klisaius@waterburyvt.com](mailto:klisaius@waterburyvt.com)) with their cover letter and resume. Application deadline is October 17, 2025.*