

Recreation Director

Overview of Position

The Recreation Director oversees all aspects of the recreation department, including day-to-day operations and longer-term planning to serve community needs. The Director develops and implements new programming and oversees the Town's expansive recreation offerings, including the summer day camp program, the pool, and after school programming. The Director, in coordination with other departments and the Recreation Committee, oversees town parks and recreational facilities and coordinates special events. The Director oversees the \$700,000 budget, a number of seasonal and part-time staff, one full-time staff person, and activities in all seasons. The Director reports to the Municipal Manager.

Essential Job Functions

The following are illustrative of duties and responsibilities associated with this position and are not intended to be all inclusive.

- Develop, plan, organize and schedule programming. Take an entrepreneurial approach to establishing new programs and initiatives.
- Schedule, set up and oversee the Town's recreational facilities and public parks, in coordination with other departments and community needs.
- Recruit staff and volunteers, and actively supervise and coordinate their work. Work side by side with staff, particularly when vacancies occur.
- Consult and coordinate with the Municipal Manager to resolve problems, develop and monitor budgets and the financial performance of individual programs, and ensure responsible stewardship of Town resources and funds.
- Perform marketing and outreach to ensure the public is aware of the array of programming offered by the Town. Communicate often through the press, social media, and other outlets to market programs and develop public support.
- Ensure staff are appropriately trained such that recreational activities are conducted safely and with a high level of competence. Maintain facilities and equipment in a safe manner and operate the Town's recreation van.
- Serve as a staff liaison to the Recreation Committee. Regularly attend Committee meetings and work to implement their vision. Advise the Committee on all matters of significance to the department.
- Assist and collaborate with the Waterbury Public Library on related programming needs.
- Establish positive relationships with various teams, leagues, and volunteer organizations to ensure programs are available and delivered with high quality.
- Assist with and diffuse complex problems and situations that may arise, particularly with respect to youth programming.
- Complete necessary administrative tasks to ensure registration and billing are done accurately.
- Perform related duties as required.

Required Knowledge, Skills and Abilities

- Bachelor's degree in recreation or a related field supplemented by a minimum of five years of progressively responsible experience in recreation or related field; or an equivalent combination of education and experience that demonstrates the ability to perform the job.
- Enthusiasm for recreation and the day-to-day operations of the department, particularly for youth programming.
- The ability to inspire public confidence and develop community support for Town initiatives.
- The ability and willingness to collaborate with a variety of community partners.
- Valid Vermont driver's license.

Work Environment and Physical Activities

The Director is required to communicate frequently with the public and staff and assist with recreation functions. The position can be physically demanding at times and may require heavy lifting, working from a ladder, and spending significant amounts of time outdoors. Evening and weekend hours are often required, particularly before and during major recreation events, Town functions, and community events.