

TOWN OF WATERBURY
POSITION DESCRIPTION

Position: Recreation Director
Status: Hourly Non-Exempt
Department: Recreation Department
Supervisor: Municipal Manager

Summary of Duties:

The primary responsibility of the Recreation Director will be the oversight and supervision of existing recreation programs and staff. In addition, the Director may propose, create and direct new recreation programs to meet the needs of the community and will implement programs approved by the legislative body. The Director will serve as a liaison between the town and community groups and will work to identify interests for recreation activities and programs that meet the needs of residents and visitors. The Director will be expected to identify and help pursue and secure funding sources that can help finance improvements to existing facilities or the development of new facilities or programs.

This is a full-time, year-round position presently funded for 40 hours per week. On several occasions throughout the year, generally tied to major community events or holidays, overtime may be necessary.

Specific Duties:

- Initiate, plan and carry out (or oversee) recreation programs and events per Waterbury's long-term recreation plan.
- Provide administrative support/management for local recreation programs and events for children and adults. This will include supervision of a Summer Camp Coordinator and Pool Coordinator.
- Assist in the hiring of all recreation program/pool employees.
- Plan and schedule summer recreation programs, including summer long programs and short-term clinics or events.
- Organize and assist with the registration process for all programs.
- Schedule use of Recreation Fields and Facilities.
- Promote/advertise recreation activities and events. This will include assisting in the development and distribution of marketing and registration materials and assisting with development and maintenance of the recreation pages on the town's website or an independent recreation department website as approved by the select board.
- Attend Waterbury Recreation Committee meetings and partner with the committee to plan and develop programs and events and implement and execute those approved by the select board.
- Assist the municipal manager to prepare recreation operating and capital budgets and present information to the select board as needed.

- Work with, and serve as liaison to, other related community organizations, such as the Conservation Commission, Waterbury Rapids, Revitalizing Waterbury and Tourism Council, Waterbury Area Trails Alliance, disc golfers, and others in order to maintain and expand recreation opportunities.
- Perform other non-specified duties related to the position as directed by the Municipal Manager.

Qualifications

- Associates Degree or Bachelor's Degree preferred, especially in Parks and/or Recreation Management, Fitness, or other related field.
- Two years of experience desired- in a relevant role, involving program development and administration, staff hiring and supervision and budget planning and oversight.
- Demonstrated ability to effectively interact and collaborate with co-workers, supervisors, subordinates, the public and all "customers" of the Recreation Department.
- Good writing and verbal communication skills, and comfort with public speaking.
- Competent user of Microsoft Word, Excel and Outlook.
- Ability to effectively organize and manage multiple projects and people.
- Enthusiasm for community-based fitness and recreation.
- Valid Driver's License

Pay and Benefits

- Pay Range: \$18.00-\$23.00/hour
- Eligible for benefits accorded by municipal policy to employees, including: retirement; accrued sick and vacation time; 10 paid holidays; health, life & disability insurance.

Hours and Travel

The Director's normal work hours are from 8 AM to 4:30 PM Monday through Friday, however, some weekend and evening hours may be required. The Director is encouraged to consider flexing his/her hours when necessary in order to cover anticipated weekend/evening hours. This strategy, as well as anticipated overtime, should be discussed and approved in advance by the Municipal Manager.

Travel is normally within the confines of Waterbury; however, occasional trips to purchase supplies and equipment or for training may be necessary. The recreation budget includes monies for reimbursing the Director for business miles measured from the Recreation or Municipal buildings at the federal rate.

