

Director of Recreation Job Description

Summary: This is a Department Head position responsible for planning, organizing, coordinating, administering, and promoting the complete operation of the community recreation division geared toward all members of the community, including seniors, adults, and youth. Programs include cultural arts, physical activities, special interest classes, summer programs and Town-wide events. The expectation of this position is that incumbent will self-fund all department expenses, including salaries, within 3 years.

Duties and Responsibilities:

- Perform a variety of managerial, supervision, and executive duties related to planning, organizing and directing the Recreation Department encompassing both long and short-term goals. Manage a multi-faceted and community-customized recreation division with comprehensive town-wide offerings targeted to various age groups that may include programs of arts, crafts, dance, music, athletic, cross-age, cultural, personal improvement, and special population programs.
- Work in conjunction with other town agencies to develop appropriate programs for diverse populations. Work with the Open Space and Recreation Committee to ensure good communication and understanding of their short and long range goals. Required to attend the OSRC monthly, evening meeting. Provide input to an Open Space & Recreation Plan and work with the newly adopted Community Compact that focuses on open space.
- Develop, implement, and promote appropriate policies and procedures regarding all recreation programs and departmental operations. Communicate official plan, policy and procedure to general public.
- Create comprehensive advertising and marketing plan for all recreational programs. Prepare a publication of a variety of brochures, calendars, letters, posters, news releases, flyers, using print, TV, web based and social medial to communicate programs.
- Organize and implement seasonal program registration. Hire and supervise any needed seasonal recreation staff, contractors, and volunteers as needed. Plan and organize workload and staff assignments, train, motivate and evaluate assigned contractors and staff. Review progress and direct changes as needed. Determine work procedures, prepare work schedule, and expedite workflow; study. Standardize procedures to improve efficiency and efficiency and effectiveness of operations.
- Develop contracts and addenda for independent contractors and supervise work of contractors. Ensure all contractors and their employees are properly and legally vetted. Prepare and implement bid process for specified programs. Ensure any staff, contractors; volunteers undergo a CORI and SOR.
- Create a needs analysis of programming and create a catalog of offerings. Build strong relationships with contractors to develop programming. Negotiate favorable contracts and provide a variety of programs. Ensure all safety regulations are met and that all employees or contractors fulfill safety regulations, state and insurance requirements. Coordinate and monitor contracts and insurance agreements.
- Develop and maintain divisional general fund and revolving budget. Maintain clear accounting of all records on all funds due the Town. Develop the budget for the department; operate within approved budget. Maintain records of receipts and prepare related financial and activity reports. Provide statistical information as requested.
- Write Grants to ensure Stoneham applies for all available state funding opportunities in relation to recreation programs.
- Implement field scheduling and permitting for all Town Fields in accordance with the Open Space & Recreation and Town guidelines. Develop fee schedule, permit process, field scheduling, and all related financial steps.
- Coordinate the maintenance schedule of outdoor facilities with the Department of Public Works and/or Youth Groups.
- Deliver monthly financial reports to the Open Space and Recreation Committee and Town Administrator.
- Position requires some night and/or weekend hours.
- Other duties as required or assigned.

Peripheral Duties:

- Serves as a member of various employee committees.
- Perform a variety of miscellaneous duties, such as answering phones, maintaining a professional and courteous demeanor and running various tasks such as picking up supplies for activities.

Work Hours:

- This is a full time, non-union position that requires some evenings and weekends. This program needs to be 100% self-funded within 3 years.

Minimum Qualifications:

- Graduation from an accredited four year college or university with a Bachelor's Degree in recreation management, sports management, or a closely related field; and
- Minimum of three (3) to five (5) years of related experience in recreation programming, preferably in a municipal recreation setting; or
- Equivalent combination of education and progressive responsible experience, with additional work experience substituting for the required education on a year for year basis.

Special Requirements:

- Must possess a valid State of Massachusetts Driver's License
- Certified Park & Recreation Professional preferred
- CPT/ First Aid Certification
- Recreation Director, employees, contractors, volunteers and any other person associated or affiliated with Recreation Department must undergo CORI and SOR prior to hire.

Special Requirements:

- Must be in possession of, and maintain, a valid MA Driver's License with clean driving record.
- Satisfactory completion of Criminal Offender Record Information (CORI).
- Computer experience and familiarity with MS Word, Excel, Outlook and PowerPoint.
- May be required to work some evenings and weekends.
- Provide monthly progress reports to Open Space and Recreation Department, Board of Selectmen, and Town Administrator.

Competencies:

Personal Effectiveness	Credibility / Confidentiality	Thoroughness & Detail Orientated
Collaboration Skills	Communication Proficiency	Problem Solving
Technical Knowledge	Supervision/Management Excellence	Quality Control
Discernment/Judgment	Resource Management	Planning & Organizing