

## Town of Stoneham



### Recreation Director Job Description

**Statement of Duties:** The Director of Recreation is responsible to provide educational and enjoyable recreational programming and opportunities for the youth, adults and seniors of the Stoneham community. The need for continuous growth and expansion of programs will complement the continued growth and recreational expectations of the Stoneham community. The employee is required to perform all similar or related duties.

**Supervision Required:** Under administrative direction of the Town Administrator; works with and the Open Space and Recreation Advisory Committee, working from municipal policies and objectives the Director establishes short and long-range plans and objectives, department and personal performance standards and assumes direct accountability for department results; Consults with the Town Administrator or Recreation Commission supervisor only--where clarification, interpretation, or exception to municipal policy may be required. The employee exercises control in the development of departmental policies, goals, objectives and budgets. The employee is also expected to attempt to resolve all-conflicts, which arise and coordinate with others as necessary.

**Supervisory Responsibility:** The Director of Recreation Employee, as a regular and continuing part of the job, leads other workers in accomplishing assigned work and also performs non-supervisory work that is usually of the same kind and levels as is done by the group led. The work leader is responsible to his/her supervisor for assuring that the work assignments of other workers are carried out by performing duties which typically consist of most of the following: distributes and balances workload among employees/vendors in accordance with established workflow and job specialization; assures timely completion of work; instructs employees/vendors in specific tasks or explains work methods to be employed and indicated applicable reference material and guidelines; checks work progress and reviews completed work to see that instructions have been carried out; answers questions and resolves problems that arise in the work; provides on-the-job training to new employees; reports to the supervisor on disciplinary problems, performance and training needs of employees; resolves simple, informal complaints of employees/vendors and refers others to the supervisor; may approve leave for a few hours or for emergencies.

The employee is responsible for the supervision of approximately fifteen (15) vendors as well as three (3) to five (5) seasonal employee.

**Confidentiality:** The Director of Recreation has regular access to confidential information on a department-wide basis such as official employee personnel files and department records in accordance with the State Public Record law.

**Accountability:** Consequences of errors may include missed deadlines or poor judgement, adverse public relations, monetary loss, legal repercussions to the Town, and jeopardize programs.

**Judgment:** The work requires the employee to examine, analyze and evaluate facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices, and precedents, which may be complex or conflicting, at times. Independent judgment is used in analyzing specific situations to determine appropriate actions. Employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision making. Requires understanding, interpreting and applying complex federal, state and local regulations.

**Complexity:** The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact-finding techniques; or determining the methods to accomplish the work.

**Work Environment:** Work is performed in a municipal office setting subject to frequent interruptions. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. The employee is required to work beyond normal business hours at nights or on weekends for programming.

**Nature and Purpose of Relationships:** Relationships are constantly with co-workers, the public, community individuals such as civic leaders, state or federal officials, peers from other organizations, representatives of professional organizations, and the news media. The employee serves as a spokesperson or recognized authority of the department in matters of substance or considerable importance. The employee communicates departmental practices, procedures, regulations or guidelines, and may be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

**Occupational Risk:** Duties generally do not present occupational risk with only occasional exposure to risk or stress. An injury could occur, however, through employee failure to properly follow safety precautions or procedures. Examples of injury include bruises from falls, cuts or burns, or muscular strains from lifting or carrying heavy equipment or materials.

**Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

Plans manages, and evaluates a comprehensive annual town-wide recreation program for children and adults of all ages.

Trains, supervises and evaluates work performance of seasonal personnel; makes recommendations for hiring and terminations; prepares schedules and assignments for recreation personnel.

Coordinates background checks and reference checks for all potential seasonal personnel, external vendors and volunteers associated with the Town's Recreation Department.

Provides for risk management practices; ensures all safety rules, regulations and procedures are followed; makes sure that employees are trained in safety procedures.

Manages the development and maintenance of the Recreation Department website; designs all program pages, inputs all logistical information for upcoming programs, develops registration links, updates information on a daily basis and transfers registration fees to appropriate parties.

Prepares the Recreation Department's annual operating and capital budget request for recreation program functions and presents formal requests to the Town Administrator and Finance Committee.

Manages the daily program registrations and the receipt and processing of payments for all recreation programs, including online payments, phone payments and in-person registrations.

Coordinates the scheduling and rentals of town owned athletic fields with youth sports leagues and external rental groups.

Oversees the short and long-term maintenance of Town athletic fields.

### **Qualifications**

**Education and Experience:** Position requires a Bachelor's degree or a master level of trade knowledge in the field of Recreation Management; a minimum of four to seven (4-7) years of prior work experience or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

**Special Requirements:** Valid Class D Driver's License, First Aid and CPR Certification. As a condition of employment, the employee must successfully complete a CORI (Criminal Offender Record Inquiry) and a pre--employment physical examinations.

### **Knowledge, Abilities and Skill**

**Knowledge:** Thorough knowledge in the practices and procedures associated with providing a diversified recreation, leisure service\_time programs for people of all ages; thorough knowledge of the principles and objectives of park and recreation administration; thorough knowledge of a wide variety of recreational and leisure time activities; considerable knowledge of office procedures and basic record keeping procedures to ensure fiscal integrity and resource accountability; considerable knowledge of marketing and fund-raising principles as they apply to the promotion and support of the Town's program of leisure recreational services.

**Abilities:** Ability to plan, initiate, direct and supervise a comprehensive recreation program; ability to evaluate and organize diverse data into sound program recommendations; ability to communicate effectively, both orally and in writing; ability to speak effectively before community groups and other

organizations and to interpret the departments' activities to the public; ability to maintain records in a detailed and organized manner and prepare reports; ability to establish and maintain effective working relationships with department staff, program participants of all ages, and the public.

**Skills:** Excellent customer service skills; skill in coordinating various programs and projects simultaneously; proficient communication skills, oral and written

### **Physical and Mental Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

**Physical Skills:** Work requires moderate intermittent physical strength and effort daily, such as, lifting heavy objects, carrying the object(s) or equipment and stacking them or placing them in a vehicle or storage area. In addition, pulling, pushing, standing, or walking for the full workday may also be involved. A great deal of physical effort must be exerted at this level.

**Motor Skills:** Duties may involve close hand and eye coordination and physical dexterity. Manipulation and motor control under conditions that may require extreme accuracy may be critical. The manual skills required are comparable to those which might be needed in making repairs to delicate electronic instruments or complex equipment.

**Visual/Auditory Skills:** The employee is required to constantly read documents, personal computer screens and written reports for general understanding and routinely for analytical purposes. The employee must have the auditory ability to listen and comprehend. The employee is not regularly required to determine color differences.

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*