Recreation Assistant Director

PURPOSE

Responsible for the planning and delivery of, recreation events and programs. Acts for the Recreation Director in his or her absence.

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.

 Supports the Director in the management and maintenance of The Rec Center and any facilities in use by the Recreation Department.

 Helps determine recreation program offerings based on assessment of community needs and interests. Works with Director to: schedules programs and activities, arrange for appropriate locations, and secures required staff.

 Assists in the design and implementation of large-scale community events.

 Works with Recreation Director to develop & implement individual programs and activity budgets.

 Assists in hiring process

 Develops marketing strategies; writes marketing and public relations material for website, brochures, print and electronic media, and elsewhere. Shares programming content online and in the community.

 Assists in developing manuals, policy and procedure documents.

 Responds to public inquiries and complaints. Responds to Participant inquiries and complaints. Participates in meetings with Town boards and commissions.

Manages & implements Fundraising and Grant request efforts

 Performs a variety of related duties as required.

Additional SUMMER Specific:

*Responsibilities include, but are not limited to, the following:*

* Participate in daily operations of the Summer Rec program.
* Oversees department discipline, safety and emergency policies to maintain health, safety and welfare of all participants and staff.
* Manages and records incident reports as needed, communicates with families as needed to address incidents, following all department policies and procedures.
* Establishes positive rapport and on-going communication with staff, participants and parents/guardians.
* Supports Supervisors in programming oversight and staff scheduling.

SUPERVISION RECEIVED

Works under the Recreation Director. Employee is expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions accordingly. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines, and priorities. Technical and policy problems or changes in procedures are discussed with supervisor. Works under the policy direction of the Recreation Commission and the daily administrative direction of the Town Administrator.

SUPERVISION EXERCISED

The supervisor, as a regular and continuing part of the job, is accountable for the quality and quantity of work done by subordinates and assures the accomplishment of the assigned work in the prescribed manner. Gives advice and instruction on both onsite work and public interaction; informs subordinates of policies, goals, and procedures; resolves employee complaints and issues: disciplinary actions, such as oral warnings and reprimands- in conjunction with the Recreation Director, following Recreation & Town Policy; has substantial responsibility for technical soundness of subordinates’ work.

ACCOUNTABILITY

The nature of the work means that errors in administrative work are not easily detected. Consequences of errors, including inaccurate information, could impact other departments and result in monetary loss, interruption of service, and poor internal or external customer service.

JUDGMENT

The work involves numerous standardized practices, procedures, or general instructions that govern the work and in some cases may require additional interpretation. Judgment is needed to locate, select, and apply the most pertinent practice, procedure, regulation, or guideline.

COMPLEXITY

The work consists of a variety of duties which generally follow standardized practices, procedures, regulations, or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

NATURE AND PURPOSE OF CONTACTS

Relationships are with co-workers, the public, groups, and/or individuals such as peers from other organizations, and representatives of professional organizations. The employee serves as a spokesperson or recognized authority of the organization in matters of substance or considerable importance, including departmental practices, procedures, regulations, or guidelines. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

EDUCATION AND EXPERIENCE

Associates’ degree: focus in recreation, leisure studies, social work, physical education, early childhood or other social or business management field; two - three years’ experience in recreational management, public relations, administration or education or any equivalent combination of education and experience.

CPR, AED and First Aid certifications are required. A valid driver’s license is required. Clean CORI is required. Recent Physical, proof of immunizations and drug test is required. Membership in a national or state recreation and park association will be required.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Knowledge of the principles of recreation programming, current trends, and best practices in recreation. Knowledge of recreation equipment, facilities, and program requirements for recreation activities on a community-wide scale. Familiarity with Americans with Disabilities Act.

Abilities: Ability to develop innovative cost-effective programs to meet community needs. Ability to establish and maintain effective working relationships with community groups, volunteers, the public, co-workers, school administrators and other town employees. Must be able to communicate effectively and efficiently verbally and in writing at all times. Ability to deal tactfully, patiently and appropriately with a variety of people including children. Ability to display good leadership skills.

Skills: Excellent oral and written communication skills. Excellent supervisory and training skills. Excellent customer service and presentation skills. Excellent marketing and social media skills. Skill in promotional design, grant writing. Basic skills in word processing, report generation, staff training formatting and design, internet use.

*(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.)*

WORK ENVIRONMENT

The work environment involves everyday discomforts typical of offices and seasonal exposure to outside elements including extreme heat and cold. When working at recreation facilities, work environment may be varied. Incumbent may be required to work extended business hours in response to emergency situations or to attend evening meetings.

PHYSICAL, MOTOR, AND VISUAL SKILLS

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 essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit, stand; walk; use hands to finger, handle or feel; and reach with hands and arms. Lifts/moves objects weighing up to 30 pounds. Must be able to access all recreational fields, events and structures. Must be able to manipulate objects, tools and controls. Conveys program services. Ability to drive a motor vehicle.

Schedule:

PART TIME up to 15hrs/wk: Monday to Friday, flex schedule / mid August- mid June

* Few weekends required

FULL TIME 30hrs/wk+: Monday to Friday, set schedule / late June-mid August (6 weeks)

VACATION TIME: No vacation time is to be scheduled during Recreation Childrens Programs. Any vacation time off requests must be approved by the Recreation Board 30 days prior to time off.

*The TOWN OF TOWNSEND does not discriminate in the selection, hiring, appointment or employment of any individual on the basis of race, color, religious creed, national origin, disability, gender identification, veteran status, ethnicity, appearance or age*