

Hanson Recreation Commission
Camp Kiwanee
Hanson, MA 02341

Title: Recreation Director
Salary Range: \$40,000 - 50,000
Hours: 35 - 40

Definition:

Administrative and supervisory work related to the operation of a municipal recreational program and rental facility; performs all other related work as required.

Supervision:

Works under general direction of the Recreation Commission. coordinating administrative functions with the Town Administrator.

Performs responsible functions that require the exercise of initiative and judgment in the planning and execution of community recreation programs.

May supervise one full-time and numerous part-time and seasonal employees.

Job Environment:

Some work is performed under typical office conditions; regular outdoor is conducted with exposure to various weather conditions.

Operates office machines such as the computer, fax, copier and telephone.

Has constant contact with the general public, town and school departments and committees, local civic organizations and government agencies; the purpose of this contact is to promote, discuss and organize programs, activities and events for the Town of Hanson.

Errors could result in adverse public relations, mismanagement of funds and personnel, reduced level of service and jeopardize municipal programs.

Essential Functions:

(The essential functions or duties include the following. Other duties may be assigned)

Develops and plans cost effective programs to meet the needs of the community coordinates recreation activities with other town departments including school and water.

Assists the Commissioners with the recruitment and training of staff, including life guards.

Handles public relations activities; keeps community advised of program offerings; issues press releases; promotes programs through community organizations; secures and maintains public support of programs.

Maintains inventory of equipment and supplies; provides for the maintenance of equipment and recreational facilities; purchases needed equipment and supplies.

Prepares and justifies fiscal budget estimates; administers specific program budgets; calculates program fees meets regularly with the Recreation Commission; recommends updates to policies; makes suggestions for new policies.

Participates in grantsmanship activities.

Investigates and responds to suggestions and complaints from community members.

Prepares and maintains all areas and facilities under department control for optimum use in support of community programs; requests and arranges for the use of public and/or private facilities owned or operated by other departments, when directed.

Evaluates the effectiveness of all programs and services offered; develops and plans comprehensive leisure time programs and activities to meet the needs of the entire community including seasonal programs.

Oversees the planning and conducts all program activities through subordinates; establishes close working relationships with other service organizations and businesses as appropriate.

Studies local conditions and needs affecting recreation and program needs of the community; develops and presents immediate and long range plans; attends local, state and regional meetings and workshops; keeps abreast of new developments and experimental projects in the field.

Perform similar or related work as required or as situation dictates.

Minimum Required Qualifications:

Education and Experience:

Associates Degree in recreation management or related field; three to five years of experience in recreation management, preferably in a municipal setting, including at least two years in a supervisory capacity; any equivalent combination of education and experience.

Special Requirements:

CPR and First Aid Certification.

Possession of a Massachusetts Class D motor vehicle operator's license.

Must have own transportation.

Must pass Massachusetts CORI background check.

Knowledge, Ability and Skill:

Knowledge: Working knowledge of the principles and practices of recreation management. Considerable knowledge of all activities that comprise a comprehensive recreation program, as well as the ideals and objectives of planned recreational programs. A working knowledge of basic finance/accounting is necessary.

Ability: Ability to communicate clearly and concisely, orally and in writing. Ability to deal effectively and diplomatically with the general public. Ability to supervise subordinate personnel efficiently. Ability to develop innovative cost-effective programs to meet community needs. Ability to maintain accurate records.

Skill: Skill in teaching various recreational and camp activities and games. Budgetary skill. Self-motivated and good organizational skills. Ability to use PC Desktop applications (e.g. Microsoft® Word and Excel).

Physical Requirements:

While performing the duties of this job, the employee is frequently required to sit and talk or hear, walk, use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. Employee must be able to access all levels of recreational facilities and traverse uneven terrain. The employee must occasionally lift and/or move up to sixty (60) pounds. Specific vision abilities required by this job include close vision and the ability to focus. This position requires the ability to operate a keyboard and a calculator at efficient speed. The employee must be able to hear normal sounds, distinguish sound and voice patterns and communicate through human speech.