

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. Selfmotivated 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.

Special Skills and Qualifications: Summarize special skills and qualifications acquired from employment or other experience:

EDUCATION:

Elementary						High	College/University	Graduate/Profession
School Name								
Years Completed: (circle)	4	5	6	7	8			
Diploma/Degree								
Describe Course of Study:								
Describe Specialized Training, Apprenticeship, Skills, and/or Extracurricular Activities								
Honors Received:								

State any additional information you feel may be helpful to us in considering your application:

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List professional, trade, business or civic activities and offices held: (you may exclude those which indicate race, color, religion, gender orientation, national origin, age, marital or veterans status):

Give name, address, and telephone number of three (3) references (who are not related to you)

1. _____
2. _____
3. _____

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not and is not intended to be a contract of employment.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also that I am required to abide by all rules and regulations of the Company.

Signature of Applicant

Date

The information provided in this application for employment is true and complete to the best of my knowledge. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

I authorize investigation of all statements contained in this application and the release of any pertinent information regarding my education, past employment history and background. I authorize the Town of Hanson to obtain any information from schools, employers or individuals relating to my activities. This information may include, but is not limited to: academics, achievement, performance, attendance, personal history and discipline. Further, I hereby authorize all references, persons, schools, my current employer (if applicable) and previous employers and organizations named in this application, unless otherwise stated, to provide the Town of Hanson any relevant information that may be required to arrive at an employment decision. I understand that the information released is for the Town of Hanson's use only.

I hereby voluntarily release, Discharge and exonerate the Town of Hanson, its agents and representatives, and any person so furnishing information from any and all liabilities of every nature and kind arising out of the furnishing or inspection of such documents, records and other information or the investigations made by or on behalf of the Town of Hanson.

I understand that all appointments are probationary and that I must demonstrate my ability for continued employment. I understand that, if appointed, my employment will be at-will, for an indefinite period, and can be terminated at any time by the Town, unless otherwise stated in a collective bargaining agreement which covers the position to which I am appointed. I also understand that I must be available from time to time to work outside normal business hours, as the needs of the department require.

If required for the position I am seeking. I agree to take a physical examination, which may include testing for drugs or a psychological examination, as required, and recognize that any offer of employment may be contingent upon the results of such an examination.

I understand that any employment offer by the Town is conditional upon my ability to establish employment under the Immigration Reform and Control Act of 1986 within three (3) days of the date of hire.

I represent that I have read and fully understand the foregoing and seek employment under these conditions.

Signature _____ Date: _____

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"Discrimination against any person in any practice or procedure in advertising, recruitment, referrals, testing, hiring, transfer, promotion or any other term, condition or privilege of employment which limits or adversely affects employment opportunities, because of political or religious opinions, or affiliations, or because of race, color, sex, gender/ orientation, national origin, marital status, pregnancy, parenthood, age or handicap which is unrelated to the person's occupational qualifications or any other non-merit factor which is not a bona fide occupational qualification is prohibited".

It is unlawful in Massachusetts to require a lie detector test as a condition of employment or continued employment. An employer who violates that law shall be subject to criminal penalties and civil liabilities.

Town of Hanson
APPLICATION FOR EMPLOYMENT

ALL APPLICATIONS TO BE RETURNED TO THE TOWN ADMINISTRATOR'S OFFICE

Applicants are considered for all positions without regard to race, color, religion, gender orientation, national origin, age, marital or veteran status, or the presence of a non-job-related medical condition or handicap.
(PLEASE PRINT)

Date of Application _____

Position(s) Applied For: _____

Referral Sources: Advertisement Friend Relative Walk-In
 Employment Agency Other:

Name: _____
Last First Middle

Address: _____
Number Street City State Zip Code

Telephone: (_____) _____ Social Security Number: ____/____/____
Area Code

If employed and you are under 18, can you furnish a work permit? Yes No

Have you filed an application here before? Yes No If yes give date: _____

Have you ever been employed here before? Yes No If yes give date: _____

Are you employed now? Yes No May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Proof of citizenship or immigration status will be required upon employment). Yes No

On what date would you be available for work? _____

Are you available to work Full Time Part Time Shift Work Temporary

Are you on a lay-off and subject to recall? Yes No

Can you travel if job requires it? Yes No

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include military service assignments and volunteer activities. You may exclude organization names which indicate race, color, religion, gender orientation, national origin, age, marital, or veteran status.

1. Employer: _____		Address: _____	
City: _____	State: _____	Zip: _____	Phone: _____
Supervisor: _____		Reason for Leaving: _____	
Dates Employed: from: _____		to: _____	
Hourly/Salary Rate: starting: _____		final: _____	
Work Performed: _____			

Employ

2. Employer: _____ Address: _____
City: _____ State: _____ Zip: _____ Phone: _____
Supervisor: _____ Reason for Leaving: _____
Dates Employed: from: _____ to: _____ Work Performed: _____
Hourly/Salary Rate: starting: _____ final: _____

3. Employer: _____ Address: _____
City: _____ State: _____ Zip: _____ Phone: _____
Supervisor: _____ Reason for Leaving: _____
Dates Employed: from: _____ to: _____ Work Performed: _____
Hourly/Salary Rate: starting: _____ final: _____

4. Employer: _____ Address: _____
City: _____ State: _____ Zip: _____ Phone: _____
Supervisor: _____ Reason for Leaving: _____
Dates Employed: from: _____ to: _____ Work Performed: _____
Hourly/Salary Rate: starting: _____ final: _____

5. Employer: _____ Address: _____
City: _____ State: _____ Zip: _____ Phone: _____
Supervisor: _____ Reason for Leaving: _____
Dates Employed: from: _____ to: _____ Work Performed: _____
Hourly/Salary Rate: starting: _____ final: _____

