

JOB TITLE: Recreation Director
DEPARTMENT: Recreation

GRADE: P-7
DATE: January 2014

The following description is a general summary of responsibilities with some specific duties. It is not a total delineation of all duties nor does it limit the responsibilities to those stipulated. Position functions as a part of overall municipal team to ensure effective and efficient municipal operations.

DEFINITION:

Responsible for the development, implementation and administration of a wide variety of social, cultural, recreational opportunities for the Walpole community. Responsible for scheduling of Blackburn Hall and public athletic fields; performs all related work as required.

SUPERVISION

Works under the general direction of the Town Administrator/Asst. Town Administrator, the employee plans and carries out the regular work in accordance with standard practices and previous training, with substantial responsibility for determining the sequence and timing of action and substantial independence in planning and organizing the work activities, including determining the work methods. The employee is expected to solve through experienced judgment most problems of detail or unusual situations by adapting methods or interpreting instructions to resolve the particular problem. 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, but ordinarily the employee plans the work, lays it out and carries it through to completion independently. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail.

Employee has access to department confidential information such as CORI documents, fee waiver applications and incidents reports

Employee is accountable for the direction and success of programs accomplished through others. Director is responsible for analyzing program objectives, determining the various work operations needed to achieve them, estimating the financial and staff resources required, allocating the available funds and staff, reporting periodically on the achievement and status of the program objective; and recommending new goals. The director typically formulates or recommends program goals and develops plans for achieving short and long-range objectives; determines organizational structure operating guidelines and work operations; formulates, prepares and defends budget and manpower requests and accounts for effective use of funds and staff provided; coordinates program efforts within the unit and with other departments; delegates authority to subordinate supervisors and holds them responsible for the performance of their unit's work; reviews work in terms of accomplishment of program objectives and progress reports, approves standards establishing quality and quantity of work; and assists or oversees the personnel function, including or effectively recommending hiring, training, and disciplining a large number of employees.

DISTINGUISHING CHARACTERISTICS:

1. Work requires considerable initiative in devising new methods, modifying procedures to meet new conditions and planning and performing unusual or difficult work where general instructions only are available.

2. Work involves public contacts, requiring technical knowledge and tact to obtain or to furnish information on matters of policy; to explain a municipal project or program to obtain assistance, support or acceptance, or to provide technical or related assistance.
3. Work involves direct supervision over employees; responsible for developing work methods, assigning work, solving work problems, reviewing work of subordinates and maintaining work schedules.
4. Errors of omission or commission may result in failure to maintain the desired standard of a municipal service.

ESSENTIAL FUNCTIONS

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

EXAMPLES OF WORK: Including but not limited to:

1. Studies the composition of the community in relation to long range needs for recreation facilities, policies, and submits tangible recommendations to Town Administration and the Recreation Committee for consideration.
2. Plans and promotes recreational programs for all age groups in the community; assures availability and adequacy of indoor and outdoor facilities for the proper operation of planned programs; assures availability and adequacy of supplies and materials; maintains inventory, requisition supplies as necessary. Responsible for planning and coordinating the special recreation programs for the disabled.
3. Prepares and administers the annual budget and advises the Town Administrator on all budgetary measures. Develops budget estimates; administers specific program budgets; calculates program fees. Develops strategies for program financing, through budget appropriations, donations, and other funding sources. Responsible for generation and management of program profit and loss statements. Oversees the preparation of payroll and bill warrants; ensures that the systems for records of expenditures and receipts is functioning properly and efficiently.
4. Recruits, hires, trains and instructs staff in all aspects of departmental policies and procedures; supervises staff in the performance of their work; assigns staff and develops work schedules. Develops organizational structure to meet departmental staffing goals. Plans and coordinates training for all department employees. Responsible for supervision, development and formal written evaluations for all Recreation employees.
5. Prepares schedules for programs utilizing Blackburn Hall, Town owned tennis courts, playing fields, playgrounds and swimming pools; assigns and supervises leaders and officials involved.
6. Maintains records of results of athletic contests and prepares reports on all programs; handles telephone inquiries from the public as to programs.
7. Maintains inventory of equipment and supplies; oversees the purchase of needed equipment and supplies. Maintains inventory of parks, fields and other facilities and continuously evaluates adequacy of these facilities as compared to community needs. Develops short and long range plans to improve and supplement facilities, as appropriate. Coordinates with other town departments to maintain facilities.
8. Evaluates programs and designates problem areas; makes recommendations as to changes and improvements.
9. Has direct accountability and oversight of program costs including working with program directors to control program scope, meet established timelines and manage expenses.

10. Works to enhance the learning relationship between Recreation Committee, Town Officials, Board of Selectmen and Walpole residents. Establishes and maintains strong partnership with local businesses.
11. Performs public relations activities by representing the department at various community functions and meetings; keeps community advised of departmental services.
12. Coordinates and designs marketing program for department services including developing and publishing brochures and notices.
13. Prepares department report for Annual Town Report
14. Serves as liaison to the Recreation Committee.

DESIRABLE QUALIFICATIONS:

Education and Experience: Bachelor's Degree in Recreation, Physical Education or a closely related field and three to five (3-5) years paid experience in the planning and supervision of group recreational activities or Associate's Degree in Park Management or equivalent with three to five (3-5) years experience in a municipal grounds maintenance and recreation activity; or any equivalent combination of education and experience.

Knowledge, Abilities and Skills: Thorough knowledge of the principles and methods of organizing community recreation programs and activities and of providing swimming instructions techniques, water safety and emergency first aid. Considerable knowledge of the operation and maintenance of municipal physical facilities and of accepted methods of determining the recreational objectives and needs of the community within the resources available. General knowledge of appropriation accounting and the Massachusetts Municipal Finance Law.

Ability to recruit, train and supervise recreation instructors, program leaders and volunteer assistants. Ability to delegate responsibilities and to provide concise oral and written instructions. Ability to deal with the public tactfully but effectively. Skill in instructing in several recreation and hobby activities and in coordinating volunteer instructions in these areas. Skill in instructing swimming and water safety.

SPECIAL QUALIFICATIONS:

Certificate from National Recreation and Park Association and Certificate from Massachusetts Recreation and Park Association preferred. American Red Cross Standard First Aid Certificate and American Red Cross CPR Certificate required.

Must obtain certified pool operator certificate within six (6) months of employment.

Possession of a valid state driver's license issued by the Registry of Motor Vehicles.

TOOLS AND EQUIPMENT USED:

Computers with word processing and spreadsheet software, pool test kits, pool vacuum and any equipment pertaining to the recreation department.

PHYSICAL DEMANDS:

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 frequently required to walk, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing 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 regularly works in office setting and in outside weather conditions.

The noise level in the work environment is moderately quiet to occasionally loud.

New: May 1989
Revised: January 1997
Revised: August 1998
Revised: December 2003
Revised: February 2012
Revised: January 2014