



TOWN OF WALPOLE

COMMONWEALTH OF MASSACHUSETTS

Walpole Town Hall
135 School Street
Walpole, MA 02081
Phone (508) 660-7292
apply@walpole-ma.gov

Human Resources



April 23, 2024

Recreation Director

The Town of Walpole is seeking a highly-qualified individual to fill the role of Recreation Director. This position is responsible for the development, implementation and administration of a wide variety of social, cultural, recreational opportunities for the Walpole community.

Desirable Qualifications & Skills:

Candidate must have thorough knowledge of the principals and methods of organizing community recreation programs and activities. 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 MA Municipal Finance Law. Ability to recruit, train, 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.

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

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.

Complete job description via website: www.walpole-ma.gov

Salary:

Annual Salary: \$78,179 - \$103,156; Full-time; Non-union position

Ways to Apply:

Please submit cover letter, resume & [employment application](#) to the Town of Walpole, HR, 135 School Street, Walpole, MA 02081 or email apply@walpole-ma.gov Position will remain open until filled. AA/EOE

The Town of Walpole is an equal opportunity employer. M/F/D/V and does not discriminate based on race, creed, gender, national origin, age, disability, marital or veteran status, sexual preference or any other legally protected status. Posted: Tuesday April 23, 2024

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TOWN CLERK