

# TOWN OF SOUTHBOROUGH



## RECREATION COMMISSION

SOUTHBOROUGH RECREATION · 21 HIGHLAND ST. · SOUTHBOROUGH, MASSACHUSETTS 01772  
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**Position Title:** Recreation Director, Grade VII

### **Statement of Duties**

Position performs supervisory and administrative work in the planning, scheduling and directing of the operations of a comprehensive indoor and outdoor community recreational program for youth, adults and other organizations within the town. The Recreation Director is responsible for maintaining and improving upon the efficiency and effectiveness of all services under his/her direction and control; performs all other related or similar duties as required. Exercises initiative, creativity and independent judgement in planning, administering and delivering community recreational services and in directing personnel. Also responsible for continued improvement of recreational facilities as needed by the community.

### **Supervision**

Works under the administrative direction of the Recreation Commission in accordance with municipal policies and objectives; functions independently referring specific problems to supervisor only when clarification or interpretation of town policy or procedures is required.

Employee has direct supervisory responsibility for all fulltime and partime employees and 100+ seasonal staff working on various programs throughout the year.

### **Job Environment**

Work is generally performed in a moderate noise environment with continuous interruptions from the general public with some field work conducted outdoors with exposure to various weather conditions; incumbent is frequently required to work outside of normal business hours and may be required to work on weekends; incumbent may be contacted at home at any time in response to important situations and emergencies. Nature of work is relatively stable however; there are seasonal changes that affect the number and location of programs.

Operates computer, printer, fax machine, telephone, copier and all other standard office equipment; operates and utilizes all equipment and tools pertaining to recreational facilities such as lining machine, general maintenance equipment, sports equipment, electronic scoring boards, etc.

Employee has access to department oriented confidential information such as personnel records.

Errors could result in adverse public relations, loss of funds, reduced level of services, injury to staff and the public, as well as adverse public relations to the town.

### **Essential Functions**

*The essential functions or duties listed below are intended only as illustrations 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 the work is similar, related or a logical assignment to the position.*

Develops budget estimates; oversees program budgets; program fees; develops strategies for program financing, through budget appropriations, donations and other funding sources; oversees specifications and contract documents for vendor services; oversees contracts with service vendors and monitors vendor performance; oversees the preparation of payroll and expense documents; ensures that the systems for records of expenditures and receipts is functioning properly and efficiently.

Makes frequent contact with the general public, numerous town/school department and officials, local non-profit/civic organizations, business groups, Recreation Departments or organizations in other towns and governmental agencies; require persuasiveness and resourcefulness to influence the behavior of others to resolve a broad spectrum of issues. Purpose of contacts is to provide information regarding programs and services, and collaboration and coordination of various recreation related projects and facilities opportunities.

Oversees the planning, organizing, coordination and supervising of community recreation programs for youth through adults which are culturally, socially, mentally and physically based.

Develop short and long term master plan to meet the recreational needs of the community. Includes Open Space and Recreation Master Plan.

Oversees and implements recreational facility projects working in conjunction with department heads, vendors, contractors and public; oversight of the end to end process includes bidding, design and final construction.

Responsible for facilities management and management of outdoor parks, including overseeing the scheduling and coordination of activities.

Coordinates with DPW regarding recreation facility maintenance and improvements

Develops and directs the implementation of internal goals, objective, policies, procedures and work standard for the department.

Prioritizes and allocates available resources: reviews and evaluates program and service delivery, makes recommendations for improvement and ensures maximum effective service provision.

Monitors changes in laws, regulations and technology that may affect departmental operations: implements policy and procedural changes as required.

Oversees the recruitment, hiring, training and staff instruction in all aspects of departmental policies and procedures; supervises staff in the performance of their work; assigns staff and develops work schedules; organizes and schedules training seminars for all staff on an annual basis; develops organizational structure to meet departmental staffing goals.

Identify, solicit, and administer funding opportunities such as donations, grants and local nonprofits

Oversees the design and marketing for department services including brochures, notices and website.

Performs public relations activities by representing the department at various community functions and meetings; keeps community advised of departmental services. Works with all department heads to ensure there is full support for the programs and community events

Organizes and attends all meetings for the Recreation Commission, attends other Board's meetings as needed.

Oversees the coordination and leadership of special events (ie Gobble Wobble, Summer Nights, Heritage Day and Halloween Party)

Oversees management of registration software and other communication platforms, contracts and relations.

Oversees the inventory of equipment and supplies; provides for all maintenance of recreation equipment; oversees the purchase of needed equipment and supplies.

## Minimum Required Qualifications

### Education, Training and Experience

Bachelor's Degree in park and recreation administration, leisure studies, physical education or related field; three-(3) to five-(5) years' experience in recreational management, preferably in a municipal setting; customer service training and experience; or any equivalent combination of education and experience.

### Special Requirements

Certification of CPR and First Aid is desired. Possession of a Massachusetts motor vehicle operator's license is required. National Certified Park and Recreation Professional Certification desired within 1 year of appointment. Knowledge of Procurement Laws, Town Code, and Bylaws and familiar with Mass General Laws pertaining to Recreation.

### Knowledge, Ability and Skill

**Knowledge:** Thorough knowledge of the principles and practices of community recreation management and working knowledge of athletic program curriculum management; knowledge of the benefits of physical education and wellness programs; knowledge of the organization, operation and problems of municipal government; knowledge of Town government function and problems; thorough understanding of management principles; knowledge of the principles and practices of planning, supervising and inspecting group recreational activities; considerable knowledge of the materials, methods, safety precautions and techniques relative to recreational maintenance operation. Working knowledge of coaching and officiating techniques and practices.

**Ability:** Ability to deal effectively and diplomatically with other town employees and the general public; ability to supervise and evaluate the work of professional and nonprofessional subordinates; ability to communicate clearly and concisely, both orally and in writing; ability to develop innovative cost-effective programs to meet community needs; ability to prepare and administer budgets; ability to maintain accurate records; ability to recruit, train and supervise subordinate personnel effectively. The ability to produce customer participation through instruction and demonstration of recreational activities.

**Skill:** Excellent planning and organizational skills; excellent customer service skills; skill in coordinating various programs and projects simultaneously; skill in all of the above listed tools and equipment. Must know how to use Microsoft Office programs, and all social media platforms such as Facebook, Twitter, and Constant Contact.

## Physical and Mental Requirements

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 will be made to enable individuals with disabilities to perform the essential functions.

- Work is performed both indoors and outside; hand-eye coordination is necessary to operate computers and handle various pieces of recreational equipment.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is occasionally required to bend, climb, balance, stoop, kneel, crouch, or crawl.
- The employee is occasionally exposed to unpleasant conditions, such as heat, cold, dim or bright lights, dust, and noise.
- The employee must occasionally lift and/or move up to 50 pounds.

~~While performing the duties of this job, the employee is frequently required to sit, talk, hear, stand, walk; use hands to finger; handle 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; occasionally lifts and/or moves up to 100 pounds while moving recreation equipment. The work requires the physical agility and mental acuity to perform administrative office work as well as site work performed outdoors. The work is almost equally physically and mentally demanding because of the managerial, administrative and fieldwork which must be performed by the incumbent. Employee must be able to hear normal sounds, distinguish sound as voice patterns and communicate at times with a raised voice to be heard in large and/or noise areas. Normal vision required for this position.~~