



**Job Description
Recreation Director**

Controlled Document #: JD-011; Revision 2

Nature of Work

This is a part-time position consisting of practical work related to the planning, developing, implementing, directing, and evaluating of Waterford's municipal recreation program. The position requires office hours during normal Town Office operating hours and requires staggered hours including evening and weekend work due to program scheduling needs. Programs may run seven days per week.

The Recreation Director is responsible for developing, implementing, and administering a comprehensive community recreational program on a year-round basis serving all age groups as well as the organization and supervision of all volunteers required to carry out the Town's recreation program. The Recreation Director is also responsible for coordinating recreation facility maintenance, program publicity, public relations, event scheduling, and maintaining and processing program records and reports. Work is reviewed through observation, periodic discussion of program needs, conditions, and problems, and monthly and annual reporting under the supervision of the Town of Waterford Select Board. This position entails extensive public contact.

Reports To: Select Board	Supervises: Volunteers
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Duties and Responsibilities

Programming:

- Responsible for all aspects of planning, developing, implementing, directing, and evaluating a comprehensive recreational program.
- Consults with staff, parent groups, and individuals to determine program needs.

Personnel:

- Recruits, facilitates, supervises, and evaluates volunteers; develops and utilizes a coach/volunteer application, various training procedures, and maintains updated personnel records.
- Instructs subordinates on policy matters and on the method and procedures which are to be followed in carrying out various activities; confers with departmental staff and volunteers and instructs them in their work.

Facilities/Maintenance:

- Works with the Public Works Director & the Board of Selectmen to facilitate upkeep of municipal parks, playgrounds, recreation areas and the snack shack.
- Evaluates present and future needs for recreation, land, facilities, and programs.
- Prepares proper records of equipment needs including supplies, equipment, and materials.

Marketing/Public Relations:

- Prepares correspondence and communication pertaining to recreation.
- Meets with social, civic, and community groups to explain programs and stimulate public interests.

- Promotes interest and awareness in Town programs and activities through a variety of channels including, but not limited to meeting with social, civic, and community groups, public speaking, print media, social media, Town website, etc.
- Attends necessary meetings to stay current with the local sports leagues and requirements.
- Promotes and maintains an online calendar of events and activities.
- Coordinates programs with community recreation activities conducted by private groups and other town staff.

Budgeting & Reporting:

- Plans department budget and oversees control of department expenditures.
- Develops and executes fund raising programs and activities.
- Presents monthly activity and reports for the Select Board's review.
- Compiles annual reports of recreation programs and activities for review and publication in the Annual Town Report.

Other:

- May serve on area and/or regional boards and/or committees that foster recreational activities for Waterford residents.
- May work with other municipal recreation directors and committees on regional recreational opportunities that include Waterford residents.
- Performs related work as required.

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

- This is a physically demanding position. The employee is required to walk frequently, stand, sit, stoop, crouch, kneel and crawl.
- Able to carry equipment and supplies with a weight of 25 pounds or more.

Requirements of Work

- Extensive knowledge of the goals and objectives of public recreation, an understanding of the problems of a community in respect to recreation, and the ability to formulate and administer recreation programs to meet community needs.
- Considerable knowledge of a wide variety of recreation activities.
- Ability to plan, organize, direct and evaluate the activities and personnel involved in a well-rounded program.
- Considerable knowledge of recreation facilities and equipment and their proper use.
- Ability to plan, budget for, and administer a recreational program suited to the needs of the community.
- Ability to assure that assigned areas of responsibility are performed within budget; to perform cost control activities; monitor revenues and expenditures in assigned areas to assure sound fiscal control; to prepare annual budget requests; to assure effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Ability to display good leadership skills.
- Ability to establish and maintain effective working relationships with town officials, co-workers, volunteers, program participants, social organizations, and the general public.
- Ability to interpret effectively the policies of the department to volunteer staff and the public.
- Ability to communicate effectively, verbally and in writing
- Ability to serve as a liaison with representatives of the Waterford Memorial School, Harrison Elementary School, and School Administrative District #17 for recreation purposes and to work cooperatively with the school and district staff to coordinate program and facility needs.
- Considerable knowledge of first aid methods and safety precautions used in recreation programming.
- Possess and maintain a valid Maine motor vehicle operator's license.

Preferred Training and Experience

- Graduation from an accredited high school, or equivalent; a two or four year college degree preferred, but not required

- Demonstrated leadership skills in administering a recreation program, or participation in recreational programs as an employee or volunteer demonstrating leadership knowledge of recreational programs
- Any equivalent combination and experience related to the job duties and responsibilities.
- Experience in creating and adhering to a program budget.
- Grant writing and fundraising skills.

Selection Guidelines:

- Formal application, rating of education and experience; oral interview; reference and background checks.
- The duties listed above are intended only as an 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 the work is similar, related, or a logical assignment to the position.
- The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Document Information:

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- Revision Level: n/a
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