

RECREATION DIRECTOR

JOB DESCRIPTION

Brief Description: Under the direct supervision of the Town Administrator and Select Board, the Recreation is responsible to design and help lead activities of the Recreational Department and Recreational Facilities with the direction of the Recreational Committee.

QUALIFICATIONS:

1. Strong leadership and management skills with demonstrated knowledge of the fundamental and accepted practices in Recreation operations and administration.
2. First-hand knowledge of budgets and alternative funding sources.
3. Ability to assess goals and strategies and hold volunteers accountable to ensure successful implementation and completion of goals and objectives.
5. Experience in management, leadership, and the supervision of staff.
6. Knowledge in Microsoft Word & Excel along with Website and Social media Applications.

DUTIES AND RESPONSIBILITIES

1. Manage and provide leadership for all volunteers.
2. Design and implement recreational programs, with the direction of the Recreation Committee, in specified facilities to include year round recreation programs.
3. Complete and maintain budgets for the Town recreation program.
4. Establish rules and regulations for recreation programs and facilities, with the assistance of the Recreation Committee.
5. Interview, train and schedule full-time, part-time, temporary and seasonal volunteers.
6. Provide overall direction, coordination, along with rewarding and guiding volunteers.
7. Ability to multi-task and have good organization skills.
8. Work cooperatively with youth, adult and all other organizations in the community.
10. Ability to work a varied schedule to include evenings and weekends depending on season and activities.
11. Develop advertising, marketing and promotional materials for recreation activities, with the approval of the Recreation Committee.
13. Distribute program information to the community
14. Handles Rec Communications, on behalf of the Town, including Social Media
18. Perform all purchases for Recreation Department and coordinate with Town Treasurer

19. Attends all Recreation Committee meetings, as a regular voting member.
20. Fundraises, with prior Select Board and Rec Committee, approval and write small grants.
21. Responsible for record keeping and updates as required.
22. Present all bills for payment per Town Policy.
23. Prepare budget reports as required.
24. Address complaints and resolve problem, with the guidance of the Town Administrator.
25. Perform other duties and tasks as deemed necessary and/or assigned

Adopted 05/18/2022; Amended 06/28/2023

Acton Select Board