**TOWN OF SEYMOUR**

JOB DESCRIPTION

*Recreation Department*

## *Associate Recreation Director (Part-time)*

## GENERAL STATEMENT OF DUTIES:

The Associate Recreation Director assists in overseeing all programs for the Recreation Commission and performing a wide range of recreation activities that are passive or active.

## ESSENTIAL DUTIES & RESPONSIBILITIES:

* Assists the Recreation Director in planning activities, programs, courses, trips that are approved by the Recreation Commission.
* Assists the Recreation Director in implementing the Recreation Department policies and procedures.
* Provide quality customer service to the public as well as information on programs, facilities, and other services.
* Maintains contact with school, social, industrial, and civic groups interested in athletics and other recreational and community activities.
* Collection and banking needs to various program fees charged.
* Coordinates department activities with other departments and agencies as needed.
* Supports all duties and responsibilities of the Recreation Director and takes them on in the event of his/her absence.
* Assists in preparation of annual operational budget with the Recreation Director.

## In addition to the essential duties and responsibilities, the employee will be required to perform any other duties assigned by his or her supervisor.

## SUPERVISION RECEIVED:

* Reports directly to the Recreation Director.
* Works under the general supervision of the Director of Operation.

## SUPERVISION EXERCISED:

* Exercises supervision over all Recreation Department staff, rooms, and equipment, directly or through subordinate supervisors.

**QUALIFICATIONS:**

## KNOWLEDGE, SKILL, AND ABILITIES:

* Thorough knowledge of the principles and practices of modern recreation programs
* Ability to constantly interpret documents such as safety rules, operating and management instruction, and procedure manuals.
* Ability to convey routine reports and correspondence.
* Ability to constantly express oneself before groups of people including residents, employees, or participants.
* Ability to frequently move or maintain a stationary position.
* Ability to occasionally lift and or move objects.
* Ability to operate a computer and other office productivity machinery such as a copier, fax machine, or printer.
* Ability to travel between recreation activities
* Thorough knowledge of equipment and facilities required in a comprehensive recreation program
* Extensive knowledge of the principles and practices of maintenance, and recreation facilities;
* Working knowledge of the principles and practices of office management, work organization and supervision.

## EXPERIENCE AND TRAINING:

* Graduation from a college or technical school with an emphasis in recreation or physical education desired, OR
* Minimum four (4) years’ experience in coaching, camp, or facility management or relevant training
* Ability to work evenings and weekends as needed for recreational activities
* Possession of a valid driver’s license

**REVIEW PROCESS:**

* Essential duties & responsibilities will be reviewed directly with employee’s department head, the Recreation Director, in an annual meeting scheduled each January
  + All changes to job essential duties & responsibilities must be approved and signed off by First Selectman, Department Head, & employee following a meeting outlining the changes proposed and reasons why.
* The First Selectman, in conjunction with the employee’s department head and HR, will conduct an annual employee performance review each January and a mid-year each July.
  + A formal, written report on the employee’s performance will be completed by the First Selectman and the Department Head. The employee must sign off on the report (to show receipt of a copy, not agreement with the evaluation) and a copy will be placed in the employee’s personnel file.