**TOWN OF SEYMOUR**

JOB DESCRIPTION

*Recreation Department*

## *Recreation Director*

## 

## GENERAL STATEMENT OF DUTIES:

The Recreation Director oversees all programs for the Recreation Commission and acts as a liaison between the programs and the Recreation Commission.

## ESSENTIAL DUTIES & RESPONSIBILITIES:

* Develops and implements policies, procedures, and standards for efficient and effective operation and maintenance of department operations. Assures compliance with established policies and procedures.
* Plans activities, programs, courses, and trips that are approved by the Recreation Commission
* Plans and organizes workloads and staff assignments including employees, volunteers, and coaches
* Trains, motivates, and evaluates assigned staff; reviews progress and directs changes as needed.
* Provides leadership and direction and assists in the preparation for long and immediate range plans to meet the community needs for adequate recreational space, facilities, and programs, usually in conjunction with the Recreation Commission.
* Schedules recreational gym, classroom facilities, and other building rooms at the Seymour Community Center.
* Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
* Prepares annual budget requests to the Director of Operations and the the Board of Finance.
* Recommends the recreation equipment to be obtained by the Department.
* Recommends on the maintenance of recreation equipment and areas.
* Answers letters of inquiry and talks with visitors
* 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.

## 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 Director of Operations in the Town of Seymour.
* Works under the general supervision of the First Selectman

## SUPERVISION EXERCISED:

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

**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 up to 45 pounds.
* 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, construction, and use of public buildings 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
* Minimum eight (8) years’ experience in coaching, camp, or facility management or relevant training
* Minimum four (4) years’ experience in a supervisory position
* Ability to work evenings and weekends as needed for recreational activities
* Employee must hold a valid driver’s license.

**REVIEW PROCESS:**

* Essential duties & responsibilities will be reviewed directly with employee’s department head, The Director of Operations, 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 review 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.